Iqbal Library

p

THE JAMMU AND KASHMIR
CIVIL SERVICE REGULATIONS

VOLUME II

AMICUS BOOKS
AB
READ AND LEAD
R. E. C ROAD, NIGEEN

SCHEDULES

342.546068
J22C

ASHMIR UNIVERSITY
Iqbal Library
Acc. No. 421595
Dated 9-3-2001

ALLAMA IQBAL LIBRARY
421595

ST 01

THE JAMMU AND KASHMIR CIVIL SERVICE REGULATIONS

VOLUME II

TABLE OF CONTENTS

No. of Schedule	Subject	Page
	Schedules (Inner Title)	
I-A.	Classification of Officers	1
I-B.	Administrative Powers of Subordinate Officers ...	35
I-C.	Delegation of Powers under Jammu and Kashmir Civil Service Regulations	37
I-D.	Delegation of Special Administrative Powers to the Officers of the Education Department (School Wing)	85
II.	List of Appointments specially classed as inferior ...	96
III.	Rewards, Remunerations and Fees	108
IV.	Study Leave Rules	116
V.	Reward to Patwaries retired prior to 15th Baisakh. 1987	117
VI.	Compassionate Fund Rules	119
VII.	[Deleted]	121
VIII.	Form of Leave Account for Government servants ...	121
IX.	Jammu and Kashmir Civil Services (Temporary Service) Rules, 1961	122
	Civil Pension (Commutation) Rules, 1960	129
XI.	Rules for Admission in the Accountancy Training School for the various Accountancy Courses and the Examinations thereof	161

No. of Schedule	Subject	Page
XII.	Forms of Application for Pension (Form 2 to 8) ...	207
XIII.	Terms and Conditions of Service of Civil Government Servants who take up Military Service during the emergency caused by Chinese Aggression (October, 1962)	224
XIV.	Jammu and Kashmir Civil Services (Revised Pay) Rules, 1962	230
XV.	Jammu and Kashmir Family Pension-*cum*-Gratuity Rules, 1964	245
XVI.	Rules governing allocation of Pensionary liability between the Central and the State Governments ...	310
XVII.	Rules and Syllabi for Accounts Examinations of Junior Engineers/Asstt. Engineers/Asstt. Executive Engineers/Executive Engineers and their admission to Accounts Courses in the Accountancy Training Schools	312
XVIII.	Standard terms of Deputation	321
XIX.	Guidelines for regulating terms and conditions of service during foreign assignments	323
XX.	[Deleted]	325
XXI.	Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 1996	326
XXII.	Jammu and Kashmir Civil Services (House Rent Allowance and City Compensatory Allowance) Rules, 1992	346

SCHEDULES

SCHEDULE I-A–CLASSIFICATION OF OFFICERS.

CLASS I OFFICERS

A–Major Heads of Departments.

1. Chief Secretary to Government and Additional Chief Secretary to Government.

2. Advisers to Government.

3. Financial Commissioners.

3-A. Financial Commissioner(Co-ordination) New Delhi.

4. Planning Commissioner and Additional Chief Secretary.

5. Director C. D. and N. E. S.

6. Commissioner for Agricultural Production.

7. Chief Conservator of Forests.

8. Director of Health Services.

9. Director of Industries and Commerce.

10. Inspector General of Police.

11. Chief Engineers, Electric, R&B, Irrigation, Public Health, Designs and Planning and Flood Control.

[1]Note.-Superintending Engineer, Upper Sindh Hydel Project Stage-II Kangan will also exercise the powers of a Chief Engineer.

12. **Deleted.**

13. Inspector General of Prisons.

14. Registrar, Co-operative Societies.

15. Director, Information Department.

16. Deleted.

17. Resident Commissioner, Jammu and Kashmir Government, New Delhi.

---

[1] Inserted vide SRO-190 dated 12-5-1981.

18. Commandant, J&K Militia.

19. Labour Commissioner.

20 Director Agriculture.

21. Divisional Commissioners.

22. Director Tourism.

23. Director, Geology and Mining.

24. Deleted.

25. Director Civil Defence.

26. Deleted.

27. Director, Stationery and Civil Supplies.

28. Deleted.

29. Director N.C.C., J&K.

30. Relief and Rehabilitation Commissioner (SRO-296 dated 26-6-1970).

31. Director, Animal Husbandry.

32. Deleted.

33. Deleted.

34. District Development Commissioner of Ladakh.

35. Chief Project Engineers of Major Hydel Projects.

36. Superintending Engineer, Leh.

36-A. Superintending Engineer, Kargil.

37. Deleted.

38. Industrial Adviser to J&K Government. (This shall be deemed to have come into force with effect from 6-8-1966).

39. Financial Adviser and Chief Accounts Officer, Power Projects.

40. Drug Controller.

41. Deleted.

42. Custodian General.

43. Deleted.

44. Chief Electoral Officer.

45. [Omitted].

46. [Omitted].

47. Director Sheep Husbandry.

48. [Omitted].

49. [Omitted].

50. Director, Gardens and Parks.

51. Deleted.

52. Director of Horticulture.

53. Deleted.

54. Director, Hospitality and Protocol.

55. Commissioner for Housing and Urban Development Department.

56. Deleted.

57. Deleted.

58. Deleted.

59. Director, State Motor Garages.

60. Deleted.

61. Deleted.

62. Deleted.

63. Deleted.

64. Adviser Medical Education Department.

65. General Manager, Government Lumbering Undertaking.

66. Director, Local Bodies.

67. Commissioner of Vigilance.

68. Press and Publicity Adviser to Chief Minister.

69. Principal, Medical College, Jammu/Srinagar.

70. Deleted.

71. Commissioner Education.

72. Deleted.

73. Deleted.

74. Excise Commissioner.

75. Sales Tax Commissioner.

76. Deleted.

77. Chief Town Planner.

78. District Development Commissioner for Doda.

79. Director, Institute of Medical Sciences, Srinagar.

This shall be deemed to have come into effect from 24-11-1978.

Note1.—The Administrative powers regarding selection, recruitment, appointments of the staff for the Hospital will be exercised by the Director in accordance with the orders to be issued separately.

Note 2.—The words "Project Director Institute of Medical Sciences Srinagar" wherever appearing in Schedules 1-A, 1-B and 1-C shail be substituted by the owrds "Director Institute of Medical Sciences, Srinagar".

This shall be deemed to have come into effect from 20th September, 1982.

80. Inspector General of Transport.

81. Joint Director School Education (Boys).

Note.—As long as the post of Director School Education (Boys) remains in abeyance, the Joint Director shall exercise the powers of Major Head of Department. This shall be deemed to have come into effect retrospectively from 5-2-1976.

82. Director, Youth Welfare and Sports of the Education Department.

83. Development Commissioner (Works).

84. General Manager, Government Press, Jammu/Srinagar.

85. Director, Fire Services.

86. Additional Deputy Commissioner, Kargil.

87. Agrarian Reforms Commissioner.

88. Director of Soil Conservation.

89. Member-Secretary, Commission of Enquiry (Sikri).

90. Project Director, J&K Sainik School, Manasbal.

91 Deleted.

92. Administrators, Associated Hospitals, Srinagar/Jammu w.e.f. 20-3-1980.

93. Director Handicrafts (w.e.f. 29-7-1980).

94. Director Handloom Development Department (w.e.f. 29-7-1980).

95. Chief Engineer, Mechanical Engineering Department.

96. Director, Store Procurement Department.

97. Director, Accounts and Treasuries.

98. Director Fisheries.

99. Project Director Convention Complex, Srinagar.

100. Director, Social Welfare.

101. Director, Food and Supplies, Srinagar/Jammu.

102. Establishment Member, Public Service Commission.

103. Director, Technical Education.

104. Director, Institute of Management and Public Administration.

105. Director, School Education Jammu/Srinagar.

106. Commissioner, Food and Supplies.

107. Director, Industrial Security.

108. Development Commissioner (Power Development) w.e.f. 2-6-1980.

109. Director, Funds Organisation.

110. Chief Wild Life Warden.

111. Director General, Health Service & Medical Education.

112. Director, Employment.

113. Director, Economics and Statistics.

114. Principal, Dental College, Srinagar.

115. Chairman, Service Selection Recruitment Board (SSRB).

116. Director General Culture.

117. Director, Forensic Science Laboratory.

118. Director, Environment & Ecology.

119. Director, Forest Research Instt.

120. Project Director India Population Project VII.

121. Project Director Social Forestry Project.

122. Chairman J&K Special Tribunal.

123. Director Sainik Welfare.

124. Director Budget Finance Department.

125. Director Codes Finance Department.

B—CLASS I OFFICERS

1. Deputy Chief Secretary, Secretaries to Government, Additional Secretaries to Government and Deputy Commissioners.

2. Deleted.

3. Settlement Commissioner.

4. Deleted.

5. Deleted.

6. Deleted.

7. Principals Polytechnics.

8. District and Session Judges, District Magistrates and Additional District Magistrates.

9. Superintendents of Hospitals.

10. Deputy Inspector General of Police.

11. Superintending Engineers, Electric, R&B, Irrigation, Public Health, Designs and Planning and Flood Control.

12. Conservator of Forests.

13. Principals of Degree Colleges.

14. Deputy Excise Commissioner.

14-a. Deputy Sales Tax Commissioner.

15. Deleted.

16. Deleted.

17. Deputy Director of Health Services.

18. Dy. Director, C. D. and N. E. S. (Executives).

19. Deleted.

20. Joint Director of Agriculture.

21. Director of Estates.

22. Advocate General.

23. Deleted.

24. Director, Land Records.

25. Director, Rakhs and Farms.

26. Superintendents of Nursing Homes.

27. Advisers/Principals of Agriculture Colleges.

28. Principal, Ayurvedic College.

29. Principal, Unani College.

30. Deleted.

31. Deleted.

32. Deleted.

33. Joint Director Tourism.

34. Secretary to Chief Minister.

35. N.C.C. Group Commanders.

36. Secretary, State Board of Technical Education.

37. Deputy Commissioner, Relief and Rehabilitation.

38. Special Secretary, Relief and Rehabilitation.

39. Joint Excise and Taxation Commissioner-"A".

40. Deputy Directors of Animal Husbandry, Jammu, Kashmir and Leh.

41. Managers, Milk Supply Scheme.

42. Managers, Cattle Breeding Farms.

43. Poultry Project Officers.

44. Maize Breeder.

45. Deleted.

46. Director, Libraries, Research and Museums.

47. Joint Registrar, Co-operative Societies.

48. Deleted.

49. Director of Evaluation.

50. Deleted.

51. Deleted.

52. Deputy Director, Education (National Fitness Corps). (This shall have effect from 24-9-1966).

53. Assistant Director, Social Education, Social Education Department.

54. Director-cum-Principal, State Institute of Education.

55. Deleted.

56. Secretary, S.S. and A. Board.

57. Assistant Commissioners, Agricultural Production.

Note.—The Assistant Commissioners posted at Nobra and Nyoma in Ladakh District will for purposes of implementation of C.D. and N.E.S. programmes in their respective jurisdictions, exercise the powers of Assistant Commissioner, Agriculture Production.

58. Officer Incharge Disciplinary Proceeding Tribunal and Anti-Corruption Commission (Non-Gazetted).

59. Deleted.

60. State T.B. Officers.

61. Principal, Northern Zonal Accountancy Training Institute.

62. Director of Consolidation.

63. Secretary to Governor.

64. Special Officer Auqaf.

65. Dy. Commissioner Central. 66. Officer on Special Duty with Divisional Commissioners.	They will exercise their powers with previous approval of the Heads of their offices.

67. Deleted.

68. Deleted.

69. Community Project Officer Rural Industrial Project.

70. Deleted.

71. Deleted.

72. Director, Jammu and Kashmir State Lotteries.

73. Regional Transport Officer.

74. Joint Director, Small Scales and Rural Industries.

75. Deputy Director, Sheep Breeding Department.

76. Deputy Development Commissioner-cum-Addl. Dy. Commissioner, Leh.

77. Joint Director Health Services.

78. State Editor Gazetteers Unit.

79. Joint Director, Town Planning Organization.

80. Director Archives.

81. Special Deputy Inspector General of Police, Rajouri.

82. Joint Director, Agriculture Multiple Cropping.

83. Chairman, Divisional/District Recruitment Board.

84. Project Officer, Land Agriculture Development Project, Majalta.

85. Secretary, Anti-Corruption Tribunal.

86. Deputy Directors, Horticulture.

87. Horticulturist.

88. Deleted.

89. Deputy Director, Central (Animal Husbandry Department).

90. Deputy Director, Poultry.

91. Deputy Director, Research (Animal Husbandry Department).

92. Project Officer, Intensive Cattle Development.

93. Dairy Managers.

94. Secretary, Pay Commission.

95. Deleted.

96. Agriculture Research Engineer.

97. Rice Specialist.

98. Soil Survey Officer.

99. Agriculture Chemist.

100. Entomologist.

101. Vegetable Specialist.

102. Agronomist.

103. Agriculture Botanist.

104. Geneticist.

105. Deputy Directors (Trainings).

106. Wheat Breeder.

107. Deputy Directors of Agriculture.

108. Agrostologist.

109. Officer on Special Duty, Education Department.

110. Director of Employment.

111. Deputy Director, Geology and Mining.

112. Assistant Commissioner, Employment.

113. Registrar, High Court.

114. Director Defence, Labour Procurement Department.

115. Principal, Accountancy Training School.

116. Deleted.

117. Soil Conservation Officer.

118. Director, Sericulture Development Department, Jammu.

119. Director, Sericulture Development Department.

120. Director (Research) Sericulture Development Department.

121. S. E. Engineering Wing Agriculture Department.

122. Secretary, Trade Commission.

123. Joint Director of Handicrafts.

124. Deleted.

125. Deleted.

126. Dy. General Managers, Lumbering Undertaking.

127. Dy. Directors Marketing (Horticulture, Planning and Marketing

128. Senior Geologist.

129. Mining Engineers.

130. Chief Drilling Engineer.

131. Mushroom Specialist.

132. Dy. Director, Education.

133. Director Horticulture (Planning and Marketing).

134. Dy. Director (Poultry) Marketing, Jammu/Kashmir.

135. Poultry Geneticist, Jammu/Srinagar.

136. Poultry Nutritionist, Jammu/Srinagar.

137. Manager Exotic Cattle Breeding Farm, Manasbal.

138. One Man Authority, Forest Department.

139. Joint Director, Industries, Jammu/Srinagar and Central.

140. Project Co-ordinator U.N.D.P. Wool Utilization and Development Project.

141. Superintendent Farm-cum-Geneticist All India Co-ordinated Research Project, Upshi.

142. Principal, College of Physical Education.

143. Officer on Special Duty, Revenue Department-A.

144. Controller Stores, Health and Family Welfare and Medical Education Department.

145. Deputy Development Commissioner Works, Jammu/Srinagar.

146. Appellate Authority Debt Conciliation Boards.

147. General Managers, Industries Centres.

148. Deputy Directors of Accounts and Treasuries.

149. Research Officer (Vaccine) Biological Production Centre, R. S. Pora, Jammu.

150. Joint Director, Sheep Husbandry Department.

151. Head of Department of Orthopaedics, Government Medical College, Srinagar in his capacity as ex-officio Director, Artificial Limb Centre, Srinagar.

152. Joint Director (Administrative) Institute of Medical Sciences, Srinagar w.e.f. 21-6-1979.

153. Director (Extension and Trainings) Sericulture Development Department.

154. Joint Director, Animal Husbandry Department.

155. Project Officer, Live Stock Production Programme, Baramulla, Jammu and Kathua.

156. Joint Director, J&K Fire Services.

157. Examiners, Local Fund Audit.

158. Deputy Sales Tax Commissioner (Appeals).

159. Director Institutional Finance and Resources, Finance Department.

160. Plant Pathologist (Apple Scab).

161. Deleted.

162. Deleted.

163. Secretary, Public Service Commission.

164. Joint Director, Handlooms.

165. Director, Audio Visual Division.

166. Deleted.

167. Joint Director, Press and Publication, Information Department.

168. Joint Director, Audio Visual, Information Department.

169. Joint Director, Planning and Administration, Information, Department.

170. Chief Public Relations Officer, Kashmir Bureau of Information, New Delhi.

171. Chief Executive Officer, Indo-Australian Apple Technology Extension Project.

172. Deputy Director Funds.

173. Secretary, Delimitation Commission.

174. Medical Superintendent, Institute of Medical Sciences, Srinagar.

175. Chief Hospital Engg. Institute of Medical Sciences, Srinagar.

176. Registrar Special Tribunal.

177. Director Litigation, Srinagar/Jammu.

178. Secretary, Service Selection Recruitment Board (SSRB).

179. Director-cum-Pilot Civil Aviation Wing.

180. Joint Director Evaluation and Statistics.

181. Project Chief IWDP Hills.

182. Regional Director Social Forestry Project.

183. Additional Registrar Co-operative.

184. Zilla Sainik Welfare Officer.

CLASS II OFFICERS

1. Deleted.

2. Trade Agents.

3. Principal Information Officer.

4. Deleted.

5. Assistant Director, Research and Publication.

6. Principal, Extension Training Centre.

7. Settlement Officers.

8. Deputy Directors, Mechanical and Stores Department.

9. Director, School of Designs.

10. Unit Commanders, National Cadet Corps.

11. Deleted.

12. Assistant Director, Health Services (Indian Medicine).

13. Deleted.

14. Deputy Controller, Weights and Measures (Metric System).

15. Deleted.

16. Deleted.

17. Deleted.

18. Dy. Director, Technical Education.

19. Deleted.

20. Deleted.

21. Provincial Rehabilitation Officer, Jammu.

[1]22. Deputy Director, Food and Supplies.

23. Deputy Conservator of Forests.

---

[1] Substituted vide F. D. Notification SRO-221 dated 21-12-1993.

24. Principals, Police Training Schools.

25. Assistant Inspector General of Police.

26. Deleted.

27. Deleted.

28. Deputy Director, Tourism.

29. Deputy Registrars of Co-operative Societies.

30. Deputy Director, Hospitality and Protocol.

31. District Medical Officers.

32. Chief Fire Officer.

33. District Planning Officers.

34. Assistant Settlement Officers.

35. Deputy Secretaries to Government.

36. Assistant Commissioners.

37. Superintendent, National Sample Survey.

38. Superintendent of Police including Traffic Control.

39. Deleted.

40. Deleted.

41. Sheep and Wool Development Officer.

42. Poultry Development Officer.

43. Manager, Padgampur Farm.

44. Pilot Project Officer, Jammu District.

45. Pilot Project Officer, Anantnag District.

46. Executive Engineers, Electric, R&B, Irrigation, Public Health, Mechanical and Stores, Flood Control and Designs and Planning.

47. Veterinary Disease Investigation Officer.

48. Toshkhana Officer.

49. Deleted.

50. Officer-in-Charge of Section (in the Office of Relief Commissioner).

51. Camp Commandants (Relief Rehabilitation).

52. Deleted.

53. District Development Officers.

54. Sub-Judges.

55. Deleted.

56. Government Architect..

57. Town Planner.

58. Deleted.

59. Deputy Director, Employment Exchanges.

60. Deleted.

61. Principals, Revenue Training Schools, Jammu and Srinagar. (This shall be deemed to have come into force from 8-8-1966).

62. Assistant Engineer, Incharge Special Sub-Division, Gulmarg.

63. Assistant Director of Information, Kashmir/Jammu. (This shall have effect from 8-12-1962).

64. Provincial Social Education Supervisors, Social Education Department.

65. Deputy Financial Adviser and Chief Accounts Officer, Flood Control and Major Hydel Projects. (This shall have effect from 7-8-1965).

66. Public Relations Officer, Kashmir Bureau of Information, New Delhi. (This shall have effect from 2-2-1967).

67. Research Officer, Incharge Hydraulic Research Station, Jammu and Irrigation Laboratories of Jammu and Kashmir.

68. Process Controller (Chemical Examiner) Briquetting Plant.

69. Deleted.

70. Chemical Examiner.

71. Settlement Officers Consolidation.

72. Deleted.

73. Agriculture Engineers.

74. Deleted.

75. Deleted.

76. State Malariologist.

77. Assistant Commissioner Ladakh.

78. Deleted.

79. Dy. Superintendent, SMHS Hospital, Srinagar.

80. Deleted.

81. Project Officer, Rural Industries Project.

82. Research Officer, Disease Investigation Sheep.

83. Project Officer, Intensive Development Sheep.

84. Deleted.

85. Superintendent, Sheep Breeding Farms.

86. Superintendent, Experimental Mutton Farms.

87. Deputy Superintendents of City Hospital and C. D. Hospitals.

88. District T. B. Control Officers.

89. Medical Officer, Incharge of Centrally Sponsored and Aided Schemes, namely :—

(i) Leprosy Control Programme ;

(ii) Eradication of Smallpox ;

(iii) Family Planning Programme ;

(iv) Anti-V.D. Programme ;

(v) B.C.G. Programme ;

(vi) Trachoma Pilot Project ; and

(vii) Health Education Bureau.

90. Medical Officer Incharge.

91. Principal, Regional Family Training Centre.

92. Divisional Forest Officer Incharge Lumbering Divisions, Departmental Lumbering Project.

93. Deputy Labour Commissioner, Jammu and Srinagar.

94. S. D. M.-cum-Deputy Development Commissioner.

[1]*Note*.—In respect of supervision of Agricultural Programmes, the Sub-Divisional Officer, Kargil shall exercise the powers of Assistant Commissioner, Agriculture Production now designated as Assistant Commissioner (Development).

95. Deleted.

96. Wool Grading and Marketing Officer.

97. Deleted.

98. Deputy Director, Town Planning Organisation.

99. Assistant Conservator Incharge Forest Division, Leh.

100. Special Officer for the Special Programme for Nutrition for Children.

101. Deleted.

102. Farm Manager, Seed Multiplication Farm, Chinor.

103. Manager-cum-Chemist (Horticulture Department).

104. District Horticulture Officers.

105. Project Officer Multiple Cropping.

106. District Panchayat Officer.

107. Junior Agronomist (All India Co-ordinated Potato Development Corporation).

108. Garden Keepers, Parks and Gardens.

109. Deputy Directors, Games and Fisheries.

---

1. inserted vide F. D. Notification SRO-474 dated 24-9-1973.

110. Officer-in-Charge, Carcass Utilization Scheme.

111. District Animal Husbandry Officer.

112. Deleted.

113. State Dairy Development Officer.

114. District Agriculture Officer.

115. Potato Development Officer.

116. Deputy Director, State Motor Garages (Divisional).

117. Assistant Soil Conservation Officer.

118. Floriculturist (Agriculture Department).

119. Executive Engineer, Engineering Wing, Agriculture Department.

120. Dy. Director of Handicrafts (Adm).

121. Dy. Director of Handicrafts, Jammu.

122. Apiculture Development Officer.

123. District Education Officer.

124. Divisional Managers (Extraction) Government Lumbering Undertaking.

125. Manager Workshop, Government Lumbering Undertaking.

126. Dy. Director Estates.

127. Divisional Employment Officer, Jammu/Srinagar.

128. Principal, I. T. I., Jammu/Srinagar.

129. Assistant Directors (Horticulture, Planning and Marketing).

130. Area Marketing Officer (Horticulture Planning and Marketing).

131. Vegetable Development Officer.

132. Sales Manager, Government Lumbering Undertaking.

133. Divisional Youth Welfare Officers.

134. Treasury Officer, Srinagar/Jammu.

135. Deputy Director, Libraries, Research and Museums.

136. Dy. District Education Officers.

Note.—The Deputy District Education Officers (Female) and Additional Tehsil Education Officers (Male and Female) shall in addition to the powers of their own class, exercise the Administrative Powers of District Education Officers and Tehsil Education Officers respectively in respect of the staff and institutions in their jurisdiction subject to the condition that for planning, preparation of budget and co-ordination these officers will work under District Education and Tehsil Education Officers respectively.

137. Sub-Divisional Officers (Revenue Department).

138. Child Development Project Officer, Kangan.

139. Manager, Rearing Space, Jammu/Srinagar.

140. Poultry Marketing Officer, Jammu/Srinagar.

141. Animal Husbandry Extension Officer, Publicity Wing, Jammu.

142. Manager, Athwajan Poultry Farm, Srinagar.

143. Planning Officer, Co-operative Department.

144. Secretary Advisory Board (Maintenance of Internal Security Act etc.).

145. Dy. Director, Gardens and Parks.

146. Botanist, Gardens and Parks.

147. Dy. Director, Social Welfare-A Department (Central).

148. Dy. Directors, Social Welfare Department.

149. Development Officer, D. P. A. P. (Sheep), Doda.

150. Dy. Director, Youth Employment Information Centre, Srinagar/Jammu.

151. Administrative Officer, Institute of Medical Sciences, Srinagar.

152. Chief Accounts Officer, Institute of Medical Sciences, Srinagar.

153. Store Purchase Officer, Institute of Medical Sciences, Srinagar.

154. Deputy Controller, Stores, Health, Family Welfare and Medical Education Department.

155. Joint Directors (Works).

156. Assistant Development Commissioner (Works), Leh.

157. Divisional Seed Certification Officer, Agriculture Department.

158. Seed Analyst, Jammu/Srinagar (Agriculture Department).

159. Mushroom Development Officers, Jammu and Srinagar (Agriculture Development).

160. Chairman Divisional Debt Conciliation Board, Jammu/Kashmir.

161. Additional District Education Officer, Kargil.

162. Institutional Finance and Resources Officer, Finance Department.

163. Executive Hospital Engineers (Electronics), Institute of Medical Sciences, Srinagar.

164. Chief Librarian Institute of Medical Sciences, Srinagar.

165. Project Officer, Rehbar-i-Sehat, Ganderbal Block, Welfare and Medical Education Department.

166. Area Development Officers.

167. Academic Registrar, Institute of Medical Sciences, Srinagar.

168. Operation Research Officer, Institute of Medical Sciences, Srinagar.

169. Assistant Project Officers, Sheep Husbandry Department.

170. Chief Executive Officer, Project Organisation, Pahalgam and Gulmarg.

171. Child Development Project Officer, Integrated Child Development Services, Block Billawar.

172. Principals District Institute of Education.

173. Deputy Director, J&K Fire Services.

174. S. D. M. Zanskar.

175. Superintendent, Central Jail, Srinagar/Jammu.

176. Deputy Director, Statistics.

177. Deputy Director (Central) Employment Department.

178. Deleted.

179. District Employment Officer.

180. Administrative Officers, Associated Hospitals, Srinagar/Jammu.

181. Child Development Project Officer, (Integrated Child Development Services Scheme of Social Welfare Department).

182. Land Scape Architect Project Organisation, Soura.

183. Deputy Directors, (I. T. Is.).

184. Development Officers, Sericulture Development Department.

185. Deputy Director, Handlooms.

186. Deputy Comptroller, Governor's Household.

187. Assistant Agrostologist.

188. Regional Wild Life Warden.

189. Manager, Plant Protection Workshop and Stores, Srinagar/Jammu--Horticulture Department (Divisional Level).

190. Assistant Director, Rakhs and Farms.

191. Chief Accounts Officer Funds.

192. Sr. Resident Civil Institute of Medical Sciences, Srinagar.

193. Executive Engineer Elect./Mechanical Institute of Medical Sciences, Srinagar.

194. Dy. Registrar, Special Tribunal.

195. Dy. Registrar, High Court.

196. Senior Accounts Officer, Chief Engineer Electric Maintenance and Rural Electrification Wing, Srinagar/Jammu.

197. Senior Accounts Officer, Director Industries and Commerce.

198. Senior Accounts Officer, Director Food and Supplies Department, Srinagar/Jammu.

200. Senior Accounts Officer, Chief Engineer, Irrigation and Flood Control Department, Srinagar/Jammu.

201. Senior Accounts Officer, Chief Engineer, Roads and Buildings Department, Srinagar/Jammu.

202. Senior Accounts Officer, Chief Engineer, Public Health Engineering Department, Srinagar/Jammu.

203. District Treasury Officer (excluding Sadda. Treasury, Srinagar/Jammu) but including Additional Treasury, Srinagar/Jammu.

204. Dy. Director Feed and Fodder Programme Animal Husbandry Deptt.

CLASS III OFFICERS

1. Deleted.

2. Deleted

3. Principals of Intermediate Colleges.

4. Project Officers, Community Projects.

5. Deleted.

6. Chief B. C. G. Officer.

7. Epidemiologists.

8. Veneriologist.

9. Works Manager, Pampore.

10. Deleted.

11. Assistant Directors, Physical Education.

12. Officer Incharge, I. T. I.

13. Principals, Multilateral Higher Secondary Schools.

14. Deleted.

15. Deleted
16. Deleted
17. See Class II
18. Officer I/c Flouriculture

(a) 15-18. Officers I/c Indian Council of Agriculture Research Schemes.

19. Deleted.

20. Mycologist.

21. Deleted.

22. Crop Botanist.

23. Deleted.

24. Officer Incharge, State Mechanised Farm, Nandpur.

25. Deleted.

26. Assistant Plant Protection Officer.

27. Field Manuring Officers.

28. Assistant Director, Health Services (Smallpox Project Scheme).

29. Nutrition Survey Officer.

30. Deleted.

31. Malaria Officer.

32. Deleted (See Class II).

33. Officer Incharge Border Area Land Reclamation.

34. Deleted.

35. Provincial Assistant Controllers of Weights and Measures.

36. Tehsildars.

37. Munsiffs.

38. Sub-Registrars.

39. Assistant Engineers.

40. Assistant and Dy. Superintendents of Police.

41. Block Development Officers.

42. Assistant Registrars, Co-operative.

43. Under Secretaries to Government.

44. Deleted.

45. Deleted.

46. Deleted.

47. Manager, Government Central Market, Srinagar.

48. Deleted.

49. Deputy Superintendent of City Hospitals and C. D. Hospitals except Dy. Superintendent. S.M.H.S. Hospital, Srinagar.

50. Deleted.

51. Manager, Industrial Estates.

52. Deleted.

53. Deleted.

54. Deleted.

(i)
(ii)
(iii)
(iv)
(v)
(vi)
(vii)
(viii)

Deleted

55. Veterinary Inspectors.

56. Factory Chemist.

57. Assistant Controllers, Stationery and Printing Department.

58. Superintendents, Stationery and Supplies Depots, Jammu/Srinagar.

59. Assistant Architect.

60. Assistant Town Planner.

61. Deleted.

62. Superintendent Gardens, Agriculture Department.

63. Drug Analyst.

64. Zonal Agricultural Production Officer.

65. Assistant Director, Tourism.

66. Assistant Research Officer, Irrigation Research Laboratories.

67. Deleted.

68. Deleted.

69. Deleted.

70. Deleted.

71. Deleted.

72. Consolidation Officers

73. Public Analyst.

74. Assistant District Medical Officer (Indian Medicine).

75. Deleted.

76. Deleted.

77. Deleted.

78. Deleted.

79. Assistant Regional Transport Officer.

80. Superintendent, Cottage Industries, Ladakh.

81. District Family Planning Officers.

82. Medical Officer (Assistant Surgeon), Incharge Primary Health Centre.

83. Inspector of Factories.

84. District Social Welfare Officer, Leh.

85. Assistant Director, Parks and Gardens.

86. Excise and Taxation Officers.

87. Deputy Chief Fire Officer.

88. Administrative Officer, District Recruitment Board.

89. Live Stock Development Officer, Leh.

90. Live Stock Development Officer, Kargil.

91. Assistant Horticulturist.

92. Office Incharge, Tea Cultivation.

93. Principal, Malies Training Class.
94. Information Publicity Officer (Horticulture Department).
95. District Industries Officer.
96. Deleted.
97. Chief Executive Officer, Emergency Relief.
98. Assistant Labour Commissioners.
99. P. A. to Excise and Taxation Commissioner-'A'.
99-a. Supervisors, National Fitness Corps, Jammu/Kashmir.
100. Central Checking Officer, Government Transport Undertaking.
101. Assistant Soil Chemist, Soil Testing Laboratory, Doda.
102. Assistant Soil Chemist, Soil Testing Laboratory, Khudwani.
103. Deleted.
104. Economist (Horticulture Planning and Marketing).
105. Hill Cattle Development Officer.
106. Liver Fluke Control Officers, Agriculture Department.
107. Assistant Director (Crafts), Social Welfare Department.
108. Assistant Director, Handicrafts.
109. Accounts Officers.
110. Live Stock Officers (Animal Husbandry Department).
111. Garden Assistant.
112. Assistant Director, Libraries, Research and Museums.
113. Assistant Director, Social Welfare Department.
114. District Social Welfare Officers.
115. District Youth Welfare Officers.
116. Dy. Director of Sericulture Development Department.
117. Block Medical Officer.
118. Managers, Industries Centres.
119. Managers, Seed Sericulture Development Department.

KASHMIR UNIVERSITY
Iqbal Library
6215 95

120. Assistant Director, J&K Fire Services, Sopore/Anantnag.

121. Superintendent, District Jails (other than Srinagar/Jammu).

122. Assistant Director (Statistics).

123. Assistant Wild Life Warden.

124. Revenue Officers, Power Development Department.

125. Manager, Plant Protection Workshop and Stores, Horticulture Department, Srinagar, Anantnag and Baramulla (District Level).

126. Tourist Officer, Katra.

127. Public Prosecutors/Additional Public Prosecutors.

128. Accounts Officer Funds.

129. Assistant Director Food and Supplies.

CLASS IV OFFICERS

1. Deleted.

2-A. Deputy Director, Local Bodies.

3-A. Deleted.

4. Curator, Dogra Art Gallery.

5-A. Field Publicity Officers.

6-A. Information Officers.

7. Headmasters and Headmistresses of High Schools.

8. Tehsil Education Officers.

9. Deleted.

10. Assistant Surgeon in independent charge of dispensaries and hospitals.

11-A. Assistant Superintendent of Hospitals.

12. Dy. Project Officers.

13. Deleted.

14. Deleted.

15. Superintendent, Civil Veterinary Hospitals.

16. Exhibition and Cultural Officers.

17. Deleted.

18. Deleted.

19. Supervisors, Basic Education.

20. Officer Incharge Scouts.

21. Deleted.

22. Deleted.

23. Photo Officers, Information Department.

24. Assistant Conservator of Forests.

25. Deleted.

26. Officer Incharge, Sheep Breeding Farms, Fleece Testing Officer.

27. Assistant Research Officer.

28. Librarian of Central Libraries at Srinagar and Jammu.

29. Supervisor, Social Education, Jammu/Kashmir (Education Department).

30. Curator, S. P. S. Museum, Srinagar. (This shall be deemed to have come into effect from 6-8-1966).

31. Information Officer, Kashmir Bureau of Information, Jallandar. (This shall have effect from 6-10-1966).

32. Assistant Drug Controller.

33. Deleted.

34. Deleted.

35. Deleted.

36. Deleted.

37. Deleted.

38. District Information Officers.

39. Deleted.

40. Officer Incharge, Survey of Agro Climatic.

41. Deleted.

42. Breeder-cum-Agronomist.

43. H. Q. Assistant (Gazetted).

44. Nursery Registration Officer.

45. Additional Tehsil Education Officers.

Note.—The Deputy District Education Officers (Female) and Additional Tehsil Education Officers (Male and Female) shall in addition to the powers of their own class, exercise the administrative powers of District Education Officers and Tehsil Education Officers respectively in respect of the staff and Institutions in their jurisdiction subject to the condition that for planning, preparation of budget and co-ordination, these officers will work under District Education Officers and Tehsil Education Officers respectively.

46. Assistant Director (National Discipline Scheme) Education Department.

47. Warden Hostel for Gujjars and Bakerwals.

*N.B.*1.—Officers marked 'A' above will exercise—

(a) such powers of their class as may be delegated to them formally by the Head of Office, Institution or Department under whom they work directly, as well as,

(b) any additional powers of class vested in such Heads of Office, Institution or Department which may be delegated to them by him.

*N.B.*2.—Powers vested by statute, statutory rule or statutory order in various Officers will continue to be exercised by them in addition to the powers delegated to them in this book.

SCHEDULE I-B

(Administrative Powers of Subordinate Officers)

Nature of power	To whom delegated	Extent
To make appointments.	(i) Major Head of Department.	(i) All non-gazetted appointments under their control.
	(ii) Class I Officers.	(ii) All posts carrying a salary of and up to Rs. [1][925] p.m. in the Departments under them.
	(iii) Class II Officers.	(iii) All posts carrying a salary up to Rs. [1][850] p.m. in the Departments under them.
	(iv) Class III Officers.	(iv) All posts carrying a salary of and up to Rs. [1][700] p.m. in the Departments under them.
	(v) Class IV Officers.	(v) All inferior servants working under them.

Provided that—

(i) in the case of Naib-Tehsildars of the Revenue Department appointments will be made by the Financial Commissioner only from amongst the list of candidates approved by the Government and in accordance with any rules that may have been laid down for the recruitment of Naib-Tehsildars ;

(ii) in the case of posts for which any tests or any interviews are laid down under the rules or under any general or special directions of the Government, such recruitment is made after such tests etc. are held ;

(iii) in the case of posts which have been or may be transferred to the jurisdiction of the Public Service Commission or any other authority set up by the Government for recruitment to Public Service, the appointment is made on the advice of such Commission or authority ;

(iv) the persons appointed possess the necessary academic and/or departmental qualifications prescribed in this behalf under Recruitment Rules or Special Orders of Government ; and

---

[1] Refer to Revised Pay Rules issued by SRO-91 dated 22-3-1982.

(v) in the case of any department such as Police, the powers of appointment as delegated above will be subject to modifications to the extent to which powers of appointment are regulated in accordance with any rule or special order of Government passed from time to time.

Note 1.—In the case of posts and time scales of pay, the limits prescribed above for making appointments represent the maximum of the scale.

Note 2.—An officer is empowered to reduce, suspend, dismiss or punish in any manner permissible under rules any officer whom he or any officer subordinate to him is empowered to appoint. [1][Major Heads of Departments shall further be competent to suspend a Gazetted Officer of the lowest rank subordinate to them].

[2][In the case of Medical Department however, the Director Health Services will be competent to suspend a Gazetted Officer of and below the rank of Assistant Surgeon.

[3]*Note* 2-A.—A Chief Medical Officer in the Health and Family Welfare Department shall be competent to place employees subordinate to him up to and including the level of Assistant Surgeons under suspension or transfer them from one station to another within his (Chief Medical Officer's) jurisdiction, in the case of absence from duty.

[1]*Note* 3.—An officer empowered to make appointment may not normally exercise the powers delegated to his subordinate officers.

---

1. Inserted vide F. D. Notification SRO-62 dated 25-2-1966.
2. Inserted vide F. D. Notification SRO-413 dated 30-7-1969.
3. Inserted vide F. D. Notification SRO-3 dated 4-1-1982.

SCHEDULE I-C

Delegation of Powers under Jammu and Kashmir Civil Service Regulations

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
1	14-B (b) (iii)	To treat as duty period of compulsory waiting by Government servant for posting after his being relieved from his former post.
2	20	To fix Headquarters of Sub-Divisional Officer in each Division.
3	35-B	To make temporary appointments of non-hereditary State subjects as male and female Assistant Surgeons, Matrons, Compounders, Nurses and Mid-Wife.
4	35-B	To employ compounders and other menial staff temporarily for three months to combat epidemics without the production of hereditary State subject certificate.
5	35-B	To employ qualified non-State subjects for gazetted posts during epidemics.
6	35-B	To employ qualified non-State subjects for non-gazetted posts during epidenmics.
7	35-B	To sanction appointment of non-State subject female teachers in Government Girls Schools.
[1]7-A	35-B	To appoint non-State subject Mechanics, Operators etc. in the Flood Control Department and Major Hydel Projects.
8	37	[2]Deleted.
9	39	To permit or require the charge of an appointment (excepting Heads of Departments with jurisdiction in both Provinces) being made over in any particular case at a place other than its Headquarters.

---

1. Inserted vide F. D. Notification SR0-371 dated 12-9-1967.
2. Deleted vide F. D. Notification SR0-456 dated 10-7-1970.

To whom delegated	Extent
All Departments.	[1][Full powers] provided the period of each waiting does not exceed one month in any case and the post against which the pay is drawn is available.
Chief Engineers, Public Works and Electric Departments.	Full powers.
Health Department.	(i) Provided no qualified State subject candidate is available ; (ii) subject to an intimation being given to the Government.
Director Health Services.	On his being satisfied that the employees are *bona fide* hereditary State subjects and appending a certificate to this effect over his own signatures.
Health Department.	When duly qualified State subjects are not available.
Director Health Services.	do.
Education Department.	Full powers.
1. Chief Engineer Floods. 2. Chief Project Engineer of Major Hydel Projects.	The appointment should be on contractual basis for a period of 2 years at a time subject to the condition that the appointments will be made in respect of non-gazetted establishment only.
All Departments, Chief Justice and Judges of the High Court.	Under special reasons of public nature, provided it is certified in writing that this was done in the public interest.

---

[1] Recast vide F. D. Notification SR0-52 dated 12-2-1965.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
10	39	To permit or require the charge of non-gazetted appointment being made over at a place other than the Headquarters of the officers concerned.
11	39	To permit or require the charge of a gazetted or non-gazetted appointment being made over at a place other than the Headquarters of the officer concerned.
12	47	To sanction honoraria or bonus subject to the conditions imposed in Articles 47 and 48.
13	48-A	To grant reward of Rs. 50 for recapturing of escaped convicts.
14	48-A	To confirm grant of reward to Zamindars and Lambardars for production of opium of good quality.
15	48-A	To grant reward under the rules provided in Schedule III whenever and to whatever extent he thinks fit to any Excise and Taxation Officer or other officer or person who may be instrumental to thedetection or punishment ~~of an~~ offence against the Customs and Excise Acts.
16	48-A	To sanction award of prizes within the limit of Rs. 500 for each live stock show (Animal Husbandry) according to local circumstances.
17	48-A	To sanction award of prizes within the limit of Rs. 150 for each Agricultural show according to local circumstances.
18	48-A	To grant reward on occasions of Jhiri and Bhimber cattle fairs and horse shows to officials of different Departments.

To whom delegated	Extent
Class I Officer.	Provided that he certifies in writing that this was done in the public interest.
Director of Education.	Provided he certifies in writing that this was done in the public interest.
(i) All Departments.	(i) In respect of all officers below the rank of Heads of Departments in both Provinces with the consent of the Finance Department.
(ii) Chief Justice and Judges of High Court.	(ii) In respect of officers below the rank of District and Session Judges, provided the Finance Department agrees.
Home Department.	Full powers.
Excise and Taxation Commissioner.	Full powers up to Rs. 200 in a year.
do.	Full powers.
Department of Animal Husbandry.	do.
Department of Agriculture.	do.
[1][Divisional] Commissioner, Jammu.	Not exceeding one month's pay of the grantee, in any case the total amount not to exceed Rs. 200.

---

[1] The word "Divisional" prefixed vide F. D. Notification SR0-256 dated 24-8-1964.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
19	48-A	To grant rewards on the occasion of Jhiri and Bhimber cattle fairs and horse shows to Wrestlers, Acrobats, Jockeys, etc.
20	48-A	To utilise out of grant for rewards for good work in criminal cases a sum not exceeding Rs. 50 in a year in payment of petty rewards to constables for cleanliness of uniforms, arms and accountrements.
21	50(a)	To permit the acceptance of a fee or present or reward from a private person or a private body whose funds are not administered by the Government for work done for person or body subject to other conditions prescribed in this Article.
22	50 Note 3	To permit officers to accept the offer of an University for appointment as Examiners on such remuneration as the University may grant.
23	50 (a)	To sanction reward offered to the Police by private persons or Institutions.
24	53	To sanction temporary appointments on work-charge basis of Upper Subordinate, Sub-Engineers and Assistant Engineers.
25	53	To make temporary appointments of Assistant Surgeons from amongst unqualified senior and experienced Compounders of the Medical Department.
26	53	To sanction the appointment of non-gazetted staff at the time of outbreak of Epidemic.

To whom delegated	Extent
[Divisional] Commissioner ammu	Upto Rs. 10 in individual cases, the amount not to exceed Rs. 150.
Dy Inspector General of Police.	Subject to confirmation by the Inspector General of Police.
Appointing Authority.	Full powers.
ll Departments.	Full powers.
(i) Home Department	(i) Full powers.
(ii) Inspector General of Police	(ii) Upto Rs. 100 in each individual case.
evelopment Department. . Works.	Full powers.
ealth Department.	Provided fully qualified licentiates are not available.
(i) Health Department.	(i) Provided the period of such appointment is not more than 3 months and the new appointments are made on the minimum of the sanctioned scale; for the posts beyond 3 months with concurrence of Finance Department.

The word "Divisional" prefixed vide F. D. Notification SR0-256 dated 24-8-1964.

Recast vide SR0-317 dated 15-6-1979.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
27	53	To sanction temporary appointments in connection with the survey, and Chemical and non-Chemical Experiments within budget grant.
28	53	To sanction temporary establishment within budget grant.
29	53	To sanction appointment of staff.
30	53	To sanction appointments on work-charge establishment up to Rs. 100 p. m.
31	53	To sanction appointments of temporary establishment of Jail manufactory by debit to Manufactory grant up to Rs. 200 p. m.
32	53	To sanction temporary establishment by debit to 26-Misc. Departments, Director Tourism, Supplies and Services.

To whom delegated	Extent
(ii) Director Health Services.	(ii) Provided that (1) the staff is limited to actual requirements not exceeding 2 Assistant Surgeons, Grade II, 3 Compounders, and 5 Disinfectors [1][xx] (2) The period of such posts is not more than 1-½ months or till the epidemic lasts, whichever is less.
Industries Department.	(i) Up to Rs. [2][410] p. m.
	(ii) With the concurrence of Finance Department.
	(iii) The period is not longer than 6 months.
	(iv) A report is submitted to Government.
Chief Conservator of Forests.	do.
(i) Development Commissioner.	To the extent exerciseable by Class I officers.
(ii) Director Agriculture.	
(iii) Director Animal Husbandry.	
Chief Engineers Electrical and Public Works Departments.	Full powers.
Director Health Services.	Full powers.
Director Tourism.	Upto Rs. [2][410] p. m. for each person employed for a period not exceeding 5 months, provided the pay and allowance of no such appointment shall exceed the maximum of prescribed rates in cases where such rates have been definitely laid down by a higher authority for any particular or class of appointment.

---

1. The word "the appointments are made on the minimum of usual pays of these posts" deleted vide SRO-52 dated 12-2-1965.
2. Refer J&K Revised Pay Rules issued vide SR0-91 dated 22-3-1982.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
33	53	To sanction deputation of non-Gazette Officers to [1][other parts of India outsid the State] for purposes of training in th interests of Departments concerned.
[2]33-A	53	To sanction deputation of Gazetted an non-Gazetted Officers to other parts o India outside the State for purposes o training in the interest of Departmen concerned.
[3]33-B	53	To sanction deputation of Gazetted an non-Gazetted Police Personnel for trainin outside the State.
[4]33-B(i)	53	To sanction deputation of Police Personne for different training courses outside th State but within the country at Phillaur o elsewhere and to grant them advance T. A for the purpose.
[5]33-C	53	To sanction deputation outside the Stat but within the country for normal wor study tours or trainings in respect of all th employees of the Horticulture and th Horticulture Marketing and Plannin Department.
34	53	To sanction deputation of non-Gazette Officers and outsiders for training in th Institutions of the State.

---

1. Substituted for "India" vide F. D. Notification SR0-313 dated 28-5-1965.
2. Inserted vide F. D. Notification SR0-404 dated 7-10-1967.
3. Inserted vide F. D. Notification SR0-477 dated 26-8-1969.
4. Inserted vide F. D. Notification SR0-110 dated 22-2-1979.
5. Inserted vide F. D. Notification SR0-223 dated 4-5-1973.

To whom delegated	Extent
General Department.	[1][Full powers] provided that :— (i) the expenditure is borne by the State ; (ii) the officer is to be trained for an appointment for which no trained officer is available within the State ; (iii) the training cannot be given within the State ; (iv) it is in accordance with the model terms of deputation formulated by the General Department.
All Departments.	Subject to the condition that the training is to last for a period of [2][6] months or less, and is not to take place abroad ; and funds for the same purpose are provided in the Budget or have been authorised by the General Department (Trainings).
Home Department.	Full powers on the terms and conditions prescribed for trainings outside the State. Entire Training expenses will be met from the Police Budget.
[2]I.G.P.	Subject to the condition that the training period does not exceed one year and the funds for the purpose are provided in the budget or have been authorised by the General Department (Trgs.).
Horticulture Commissioner.	Full powers. Provided such deputation/ training is in the interests of the Department.
All Departments.	Subject to rules that may have been laid down in this behalf by the Government.

---

[1] Recast vide F. D. Notification SR0-52 dated 12-2-1965.

[2] Recast vide F. D. Notification SR0-392 dated 10-6-1972.

S. No.	Reference to Article in J & K C. S. R's. under—which delegation made	Nature of Power
35	53	To sanction temporary and officiating appointments in Gazetted Service against clear vacancies.
36	53	To depute untrained Rangers for training at Chitarnar Forest School.
37	53	To sanction deputation of non-official State subjects for training in [1][other parts of the Union outside the State] at their own expenses.
38	53	To sanction deputation of Assistant Surgeons to Post-Graduate Course in and outside India.
39	53	To sanction deputation of officials and non-officials (Education) for training.
[2]39-A	53	To sanction deputation of N.C.C. Cadets and Officers for training in and outside the State.
40	53	To sanction deputation of Gazetted and Non-Gazetted staff for visits to Libraries and Research Institutions outside the State for seeking expert guidance in arranging copies of manuscripts.

---

1. Substituted for "India" vide F. D. Notification SR0-313 dated 28-5-1965.
2. Inserted vide F. D. Notification SR0-57 dated 6-2-1970.

To whom delegated	Extent
All Departments.	Provided that :— (i) the maximum of scale of pay to which the appointment has been made does not exceed [1]1240 ; (ii) the person appointed is either the senior most officer due for promotion or his appointment is ordered as a make shift arrangement without prejudice to the claims of the senior and is as far as possible in accordance with the requirements of Recruitment Rules (Gazetted) ; (iii) Government sanction to the confirmation of the action taken is obtained within a period of three months.
Chief Conservator of Forests.	With previous approval of the Administrative Department concerned.
General Department. (Trainings Branch).	Full powers.
Health Department.	Full powers.
Education Department.	Full powers if no extra cost is involved.
Education Department.	Full powers on the terms and conditions that may have been prescribed from time to time under rules and or standing orders subject to availability of budget provision.
Director of Libraries, Research and Museums.	Full powers.

---

[1] Refer J&K Revised Pay Rules issued vide SR0-91 dated 22-3-1982.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
[1]40-A	53	To sanction deputation of staff (both Gazetted and Non-Gazetted) on tour to places outside the State within India and to grant them advance T. A. for such journeys.
[2]40-B	53	To sanction deputation of Non-Gazetted technical workers outside the State for urgent purchases of any part not locally available which may be required for Dairy Plant.
[3]40-C	53	To sanction deputation of staff of the Institute of Medical Sciences within and outside the State for attending various seminars, symposia workshop courses etc. and to sanction expenditure of extraordinary nature on account of fee etc. payable to the training institutions/ organisations.
[4]40-D	53	To sanction contingency grant to the extent required in favour of scholars sponsored for Ph. D. to enable the candidates to meet expenditure on account of purchase of sophisticated reagents, sera, chemicals and animals etc. required by the candidates during research work, forming part of their Ph. D. Programme.

---

1. Inserted vide F. D. Notification SR0-371 dated 12-9-1967.
2. Inserted vide F. D. Notification SR0-469 dated 9-8-1978.
3. inserted vide F. D. Notification SR0-723 dated 23-11-1978.
4. Inserted vide F. D. Notification SR0-382 dated 17-7-1980.

To whom delegated	Extent
1. Chief Engineer Floods. 2. Chief Project Engineers of Hydel Projects.	The deputation should be in connection with normal business of their respective Departments i. e. Inspection of machinery and parts to be purchased by the Department before its transportation and consultation with C. W. & P. C. in connection with the preparation of the designs, provided the duration of stay outside the State does not exceed two weeks in each case. Note.—The above will not apply for participation in Technical Conferences etc. where Finance Department concurrence will be necessary. This shall be deemed to have come into effect on 16th August, 1966.
Manager Milk Supply Scheme.	Full powers.
Project Adviser Institute of Medical Sciences.	Full powers.
Project Director Institute of Medical Sciences, Srinagar.	Upto the maximum of Rs. 5,000 in each individual case per annum and also on the recommendations of the Heads of Departments under whom such scholars may be undergoing training.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
41	37-A to H	To suspend the lien of a Non-Gazetted officer on his original appointment under the conditions imposed in the rules.
42	67	To sanction acting arrangements.
43	73	To withhold, under rule 30(iii) of C. C. and A. Rules increments.
44	76	To allow officers [1][other than those indicated below] (excepting Heads of Departments with jurisdiction in both Provinces) working under their control to cross the efficiency bar.
44-A	76	To allow officers in the Education Department to cross the efficiency bar.

---

[1] Inserted vide F. D. Notification SR0-486 dated 2-9-1969.

To whom delegated	Extent
All Departments, Chief Justice and Judges of the High Court and Class I Officers.	[1]Full powers.
See Delegation against Art. 112(b).	
All Departments.	In case of Gazetted Officers serving under them and drawing a pay not exceeding Rs. [2]1240 or drawing a time scale the maximum of which does not exceed Rs. [2]1600 p. m. and in case of all Non-Gazetted Officers under their administrative control.
Class I, II and III Officers.	In case of Non-Gazetted Officers whom he or any officer subordinate to him is empowered to appoint.
[3](i) Administrative Deptt. in case of Gazetted Government servant. (ii) Appointing authority in case of Non-Gazetted Government servants.	[3]Provided the conditions laid down in Rule 15 of the J&K Civil Services (Revised Pay) Rules, 1982 are fulfilled.
(i) Distt. Education Officers.	For Primary/Central/Middle and Lower High School Teachers in the Boys Department.
(ii) Deputy Directresses.	do. in Women's Department.
(iii) Deputy Directors.	For High/Higher Secondary School Teachers (Boys) Department.
(iv) Joint Director Women's Education.	For Teachers working in High/Higher Secondary Schools (Girls) and for Headmistresses, Principals Higher Secondary Schools (Girls) and Inspectresses.
(v) Director of Education.	For Headmasters/Principals Higher Secondary Schools, Tehsil Education Officers/District Education Officers and Deputy Director Curricula.

---

[1] Recast vide F. D. Notification SR0-52 dated 12-2-1965.

[2] Refer J&K Revised Pay Rules issued vide SR0-91 dated 22-3-1982.

[3] Recast vide F. D. Notification SR0-179 dated 26-5-1965.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power

Note :—Refer to Schedule I-D for School Education.

[1]44-B	76	To allow officers in the Medical Department to cross the efficiency bar.

[2]Note :—Administrators of Associated Hospitals, Srinagar/Jammu shall be competent to sanction crossing of efficiency bar of all Non-Gazetted employees subordinate to them.

Powers delegated previously in this behalf to Medical Superintendents of S. M. H. S. Hospital/S.M.G.S. Hospital or any other Hospital falling under the administrative control of the Administrator Associated Hospitals are withdrawn.

[3]44-BB	76	To allow to cross the Efficiency Bar in the Medical Education Department in favour of Lecturers, Assistant Surgeons, Demonstrators or any other post equivalent to an Assistant Surgeon, in the Medical College and Hospitals attached to them.

---

1. Inserted vide F. D. Notification SR0-256 dated 27-5-1970.
2. Inserted vide F. D. Notification SR0-84 dated 18-2-1983.
3. Inserted vide F. D. Notification SR0-578 dated 17-11-1979.

To whom delegated	Extent
(vi) Administrative Department.	Deputy Directors/Deputy Directresses/ Deputy Director N. F. C./Director of Education/Joint Director Women's Education/Principal. Director Women's Education/Principal State Institute of Education/Director Archives, Deputy Director Libraries and Archives : Provided the conditions laid down in Rule 15 (a&b) of the Jammu and Kashmir Civil Service (Revised Pay) Rules, 1982. are fulfilled. Officers of the Education Department other than those referred to in this serial will be governed by the provisions of serial 44.
(i) District Medical Officer.	In case of Non-Gazetted Government servants under their control the maximum of whose scale of pay does not exceed Rs. [1][700].
(ii) Deputy Director of Health Services.	In case of Non-Gazetted Government servants under their control, the maximum of whose scale of pay does not exceed Rs. [1][850].
(iii) Administrator S.M.H.S. Hospital, Superintendent of S. M. G. S. Hospital and C. D. Hospitals.	
(iv) Director of Health Services.	All Non-Gazetted Officers under his administrative control and Gazetted Officers of and below Assistant Surgeons rank : Provided the conditions laid down in Rule 15 of Jammu and Kashmir Civil Services (Revised Pay) Rules, 1982 are fulfilled in each case.
Principal Medical Colleges Jammu and Srinagar.	Full powers. Provided the conditions laid down in Rule 15 of J&K C.S.R.'s (Revised Pay) Rules, 1982 are fulfilled in each case.

---

[1] Refer J&K Revised Pay Rules issued vide SR0-91 dated 22-3-1982.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
[1]44-C	76	To allow Assistant Engineers in the P.W.D to cross efficiency bar.
45	77	To grant all work-charge employees an stage in the time-scale of the post held b them.
46	77	To sanction the appointment of femal teacher upto maximum pay in a Hig School.
47	78	To permit Government servants to cour for increment leave without pay.
48	93&94	To allow such joining time to Store keepers and Munshies as may b considered necessary.

---

[1] Inserted vide F. D. Notification SR0-457 dated 20-9-1971.

To whom delegated	Extent
Chief Engineers.	Full powers provided that the conditions as laid down in Rule 13 of J&K Civil Services (Revised Pay). Rules 1982 are fulfilled in each case.
All Departments.	Provided it is not higher than that drawn previously in that scale.
Education Department.	With the consent of the Finance Department.
All Departments.	[1]Full powers provided the leave was taken on account of illness or some other cause beyond the control of Government servant concerned or for prosecuting higher scientific and technical studies.
	Pending cases if any with the Administrative Department shall be settled accordingly.
Chief Engineer P. W. and Electrical Departments.	Provided maximum limit of 30 days is not exceeded.

---

[1] Inserted vide SR0-341 dated 10-9-1985.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
49	93&94	To allow time spent in the transfer of charge on occasion of the transfer of subordinates of the Forest Department from one beat to the other.
50	94	To extend the transit period and permit their subordinate officers moving with Government to its Headquarters earlier or later than the date fixed for the move by a period not exceeding 10 days.
51	93 & 94	To allow time spent in transfer of charge of store, stock, school and library etc. to a reasonable extent.
52	96 & 97	To extend the period of joining time of officers who due to circumstances beyond their control, may fail to join the new appointment within the prescribed period.
53	106	To exempt from loss of appointment of the officer who failed to join his new appointment owing to a change of appointment within the prescribed period due to circumstances beyond his control.
54	109	To permit reinstatement or otherwise after release from detention under Preventive Detention Act.
55	112 (b)	To grant subject to the provisions of Articles 112(b), J&K C. S. R. leave of all kinds and to sanction acting arrangements in strict order of seniority in connection with such leave irrespective of the fact whether the officer appointed to act is a Gazetted or a Non-Gazetted Officer.

To whom delegated	Extent
Department of Forests.	Within the maximum limit of 15 days.
All Departments.	For special reasons which must be recorded.
Department of Education	Provided maximum joining time of 30 days is not exceeded.
(i) All Departments.	[1](i) Full Powers.
(ii) Chief Justice and Judges of the High Court.	(ii) do.
(iii) Class I Officers.	(iii) Of Officers drawing not more than Rs. [2][850].
(iv) Class II Officers.	(iii) Of Officers drawing not more than Rs. [2][700].
(v) Class III Officers.	(iii) Of Officers drawing not more than Rs. [2][500].
(i) All Departments.	[1]Full powers.
(ii) Chief Justice and Judges of the High Court.	
Department concerned.	In respect of both Gazetted and Non-Gazetted Officers.
All Departments.	Full powers, except in the case of Heads of Departments with jurisdiction in both the Provinces ; Provided in the cases of Gazetted Officers the leave is reported as admissible by the Accountant General and in the case of Non-Gazetted Officers by the Head of Office.

---

1. Recast vide F. D. Notification SR0-52 dated 12-2-1965.
1. Refer J&K Revised Pay Rules issued vide SR0-91 dated 22-3-1982.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
[1]56	112(b)	To grant privilege leave in favour of Heads of Departments with jurisdiction in both provinces.
56-A	112(b)	To sanction privilege leave to all teachers working in schools up to and including lower Higher Standard.
57	112(b)	To grant all kinds of leave including special disability leave but excluding study leave and to sanction acting arrangements in (i) leave arrangements, and (ii) deputation vacancies of a duration less than six months in accordance with rules and orders in force.
		Note 1:—Major Heads of Departments and Officers of Class I when exercising these powers should not consider themselves competent to make acting appointments to a Gazetted post in leave arrangements—
		(a) of a person who is not qualified to act or is not in the list of approved candidates for acting in such Gazetted appointment ; or
		(b) of a person who does not already belong to class, category or grade from which alone he could be recruited ;
		(c) of a person whose acting appointment would involve the supersession of any person senior to him in such class, category or grade.
		[2]Note 2:—Manager Passenger Services and Traffic Managers of the Government Transport Undertaking shall be competent to sanction leave in favour of the officers working under them whose maximum of scale does not exceed Rs. 150.

---

1. Inserted vide F. D. Notification SR0-251 dated 28-4-1969.
2. Inserted vide F. D. Notification SR0-750 dated 23-10-1972.

To whom delegated	Extent
General Department.	
Tehsil Education Officers/ Inspectresses.	To the extent of 2 months subject to the condition that appointment against leave vacancies will be made by the next higher authority out of the approved list of the candidates in order of merit.
Major Heads of Departments.	[1]All officers in the maximum of whose scales of pay does not exceed Rs. [2][2030].
Class I Officers.	All officers in the maximum of whose scales of pay does not exceed Rs. [2][1800].
Class II Officers.	All officers in the maximum of whose scales of pay does not exceed Rs. [2][1400].
Class III Officers.	All officers in the maximum of whose scales of pay does not exceed Rs. [2][925].
Class IV Officers.	All officers in the maximum of whose scales of pay does not exceed Rs. [2][700].
[3]Commissioner, Housing and Urban Development Department.	All officers under his control up to and including the level of Executive Engineer and officers of corresponding ranks.

---

1. Recast vide F. D. Notification SR0-52 dated 12-2-1965.
2. Refer J&K Revised pay rules issued vide SR0-91 dated 22-3-1982.
3. Inserted vide F. D. Notification SR0-8 dated 6-1-1973.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
58	112 (b)	To grant leave to Session Judges and sanction arrangements in connection with leave to all Gazetted Officers below the rank of District and Sessions Judge.
59	112 (b)	To grant privilege leave to Sub-Judges, Munsiffs, Registrar, Small Causes Court and Sub-Registrar.
60	112 (b)	To sanction all kinds of leave to menial staff with powers to make acting arrangements.
61	112 (b)	To grant one month's privilege leave to ministerial staff of the Court.
62	112 (c)	(a) To grant permission to serve elsewhere or take up private employment during leave preparatory to retirement.
		(b) To grant permission to take up private employment during any other kind of leave.
63	129	To commute retrospectively period of absence without leave into leave without allowances.

To whom delegated	Extent
High Court.	Full powers.
Session Judge.	For a period not exceeding two weeks.
Sub-Judges and Munsiffs.	Full powers.
do.	do.
(a) All Departments.	
(b) Government.	
(i) Chief Justice and Judges of the High Court.	(i) Full powers in the case of officers whom the High Court has the powers to appoint.
(ii) All Departments.	(ii) Full powers except in the case of Heads of Departments with jurisdiction in both Provinces.
(iii) Class I Officers.	(iii) Full powers in respect of an Officer whose appintment rest with him.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
64	151	To prevent an officer from availing himself of the vacation or vacations by reasons of his having to remain at his post on duty.
[1]64-A	Deleted.	
65	185	To dispose of cases regarding recovery of leave and pension contribution.
66	185	To relax the condition of having rendered five years service in case of an officer lent to other employer.
67	185	To sanction deputation of Non-Gazetted officers to commercial organisations and other institutions in the State.

[2]Note :—The Registrar Co-Operative Societies shall be competent to sanction deputation of Non-Gazetted employees of his Department to Non-Government Co-operative Institutions subject to the following conditions :—

(i) that the terms and conditions of the deputation are regulated according to the standard terms of deputation contained in Schedule XVIII,

(ii) the terms of deputation does not exceed 3 years,

(iii) that no person who is sent on deputation to a Non-Government Institution is redeputed to another such institution, unless he has served in the Department for at least two years after his reversion from earlier deputation.

---

1. Deleted vide F. D. Notification SRO-244 dated 25-6-1971.
2. Inserted vide F. D. Notification SRO-143 dated 22-3-1977.

To whom delegated	Extent
[1](i) Department of Education.	In case of Gazetted Officers.
(ii) Director of Education.	In case of Non-Gazetted Officers.
(iii) Director Health Services.	In case of Gazetted and Non-Gazetted teaching staff of Government Ayurvedic and Unani Colleges.
(iv) Principal Medical College.	In respect of Gazetted teaching staff of the Medical College, Srinagar.
All Department, Chief Justice, Judges of the High Court and Class I Officers.	So far as the rules regarding leave and pension contribution are strictly followed and that no special treatment outside the rules is accorded in any individual case.
All Departments.	In case of Non-Gazetted Officers.
do.	do.

---

1. Recast vide F. D. Notification SRO-353 dated 30-8-1967.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
68	203 (b)	To declare in the case of an interruption in the service of an officer (excluding Heads of Department with jurisdiction in both Provinces) owing to unauthorised absence in continuation of authorised leave of absence that the past service of the officer will not be forfeited on the reinstatement of such an officer in spite of the fact that the office of the absent officer is substantively filled up in consequence of such an interruption.
69	204	To commute retrospectively periods of absence without leave into leave without allowances.
70	205	To sanction— (a) interruptions or breaks in service not exceeding six months in duration ; [1](b) Deleted.
71	226	To sanction retirement.
72	239 (c)	To permit calculation of gratuity or pension of an officer whose pay has been reduced during last 3 years of his service otherwise than as a penalty upon average of his pay during the last three years of his service calculated upon the basis that there had been no such reduction during the last years of his service.

---

1. Deleted vide F. D. Notification SRO-188 dated 9-4-1984 effective from 30-1-1984.

To whom delegated	Extent
All Departments.	Provided the consent of the Finance Department is obtained and the declaration is made within one year from the end of the unauthorised leave of absence in an order to be communicated to the Accountant General that the previous service of the officer or any part of it shall not be forfeited.
Same as for Article 129.	
(i) All Departments.	(i) [1]Full powers.
(ii) Chief Justice and Judges of the High Court.	(ii) In case of all subordinate officers under the High Court.
(i) Chief Justice and Judges of the High Court.	(i) In the case of subordinate officers below the rank of District and Session Judges.
(ii) All Departments.	(ii) In respect of Gazetted Officers below the rank of Heads of Departments with jurisdiction in both Provinces ; provided such officers have attained the age of superannuation.
(iii) Class I, II and III Officers.	(iii) In respect of officers whom they are empowered to appoint.
(i) All Departments.	(i) Provided the Finance Department has no objection.
(ii) Chief Justice and Judges of the High Court and Class I Officers.	(ii) In respect of officers whose appointments rest with them, provided Finance Department has no objections.

---

1. Recast vide SRO-92 dated 17-3-1981.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
73	249	To sanction compensatory gratuities or extraordinary pension to all officers under his control for accidents occurring in the discharge of official duties.
74	256	To sanction extension of the period of 3 months prescribed under this Article.
75	265	To sign entries in the service books of office establishment.
76	286	To sanction ordinary pension in case of Non-Gazetted establishment of the Police Department, Traffic Control and Fire Brigade whose appointments after they are vacated by the retiring officers are not filled by any higher authority.
[1]77	Deleted.	
78	287-B (c) & 289 (c)	(a) To sanction all pensions except in the case of Chief Justice, Judges of the High Court and District and Session Judges. (b) To sanction ordinary pensions due under rules to officers whom they are empowered to appoint.

---

[1] Deleted vide F. D. Notification SR0-194 dated 15-5-1967 effective retrospectively from 1-4-1965.

To whom delegated	Extent
Chief Justice and Judges of the High Court.	Provided the Finance Department agrees.
(i) All Departments.	(i) In the case of officers drawing up to Rs. [1][2030] p. m.
(ii) Chief Justice and Judges of the High Court.	(ii) Full powers.
Heads of Offices and Secretaries and Deputy Secretaries to Government [2][and Deputy Director (Administration) of the Food and Supplies Department, Kashmir].	Full powers.
Inspector General of Police.	Provided the amount of pension is verified by the Accountant General as strictly admissible under the rules.
Chief Justice and Judges of the High Court.	[3]Full powers.
Class I Officers.	
Class II Officers.	
Class III Officers.	

---

[1] Refer J&K Revised Pay Rules issued vide SR0-91 dated 22-3-1982.

[2] Inserted vide F. D. Notification SR0-387 dated 15-9-1966 effective from 8-8-1966.

[3] Substituted vide F. D. Notification SRO-208 dated 12-5-1966.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
		[1]Exception 1.—The Secretary to Government General Department shall be competent to sanction pension in respect of all Non-Gazetted Government servants of the Civil Secretariat.
		[2]Exception 2.—Managing Director Road Transport Corporation pensionary benefits as admissible under rules, to such employees of the erstwhile G. T. U. who were in its service on the date of take over of the Undertaking by the S. R. T. C. or who had already retired from the Undertaking before the take over by the Corporation, but had their pension cases pending with the Department on that date. This delegation will be tenable so long as the service conditions of the staff of the erstwhile G. T. U. taken over by the R. T. C. are finalised.
		[3](c) To sanction ordinary pension of all Gazetted [4]and Non-Gazetted Government servants subordinate to them.
		[3](d) To sanction ordinary pension of Heads of Departments.
79	292-A	To issue anticipatory pension payment orders up to a limit of 3/4th of the pension admissible for the service actually verified.
[5]80	Deleted.	
81	Deleted.	
82	305	To sanction relaxation of the provisions of these Regulations relating to Travelling Allowance.
83	Deleted.	

---

1. Inserted vide F. D. Notification SR0-295 dated 26-6-1970.
2. Inserted vide F. D. Notification SR0-519 dated 29-8-1978.
3. Inserted vide F. D. Notification SR0-194 dated 15-5-1967 effective from 1-4-1965.
4. Inserted vide F. D. Notification SR0-39 dated 1-2-1975.
5. Deleted vide F. D. Notification SR0-159 dated 14-6-1966.

To whom delegated	Extent
Heads of Departments.	Full Powers.
All Departments.	Full powers.
[1](i)Accountant General.	Full powers in the case of Gazetted Officers.
(ii) Pension sanctioning authority.	Full powers in the case of Non-Gazetted Officers.
(i) All Departments and Chief Justice.	(i) In favour of all subordinate officers provided the Finance Department has no objection.
(ii) Judge of the High Court.	(ii) In favour of Non-Gazetted Officers and menials, provided Finance Department agrees.

---

1. Recast vide F. D. Notification SR0-194 dated 15-5-1967 effective from 1-4-1965.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
84	308-A	To sanction actual expenses incurred such as train, bus or taxi charges to foreign training stipendiaries for short journeys in connection with their training.
[1]84-A	308-B	To sanction cancellation charges of railway/air seats already booked.
85	Note to 308-B	To declare for purpose of travelling allowance the class of retired Government servants.
86	315	To sanction mileage of next higher class for railway journeys on trains which do not provide the class of accommodation which a stipendiary is ordinarily entitled to under the rules.
[2]87	Deleted.	
[3]88	Deleted.	
89	322-A	To relax provisions for camp scale on special occasions in individual cases.
90	322, 324 and 328	To sanction conveyance and other allowances.
[4]91	Deleted.	

---

1. Inserted vide F. D. Notification SR0-526 dated 27-12-1965.
2. Deleted vide F. D. Notification SR0-166 dated 23-4-1971.
3. Deleted vide F. D. Notification SR0-454 dated 7-9-1974.
4. Deleted vide F. D. Notification SR0-583 dated 28-10-1980.

To whom delegated	Extent
General Department (Trainings Branch)	(i) Provided the journey undertaken is beyond a radius of 5 miles from a stipendiary's temporary headquarters. (ii) The expenditure is certified by the Head of the Institution as absolutely necessary in the interest of training.
(i) All Departments.	(i) In case of Heads of Departments under them.
(ii) Heads of Departments.	(ii) In case of officers subordinate to them : Provided the cancellation under (i) and (ii) above is in the public interest.
All Departments.	Full powers.
Class I Officers.	In respect of Non-Gazetted servants.
General Department (Trainings Branch)	Provided (i) the stipendiary actually travels by that train, and (ii) the journey by that train is certified as necessary in the interest of his training by the Head of the Institute.
(i) All Departments.	(i) Full powers.
(ii) Heads of Departments (Class I).	(ii) In respect of officers under them.
General Department.	Up to Rs. 10 p. m. in each case with the concurrence of the Finance Department.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
92	331	To sanction actual expenses for journeys performed within a radius of 8 miles.
[1]93	332	To grant prolonged halting allowance provided the conditions laid down in the rules are fulfilled.
[2]293-A	332	To sanction prolonged halt in favour of the field staff (Gazetted and Non-Gazetted) in the Geology and Mining Department.
94	332	To sanction without the Finance Department consultation prolonged halting bills exceeding 30 days of the Food Control Staff detailed to Muffasil duty in connection with Shali advances disbursement and Shali collection.

---

1. Recast vide F. D. Notification SR0-464 dated 26-8-1980.
1. Inserted vide F. D. Notification SR0-268 dated 14-5-1979.

To whom delegated	Extent
Health Department.	In case of officers employed on epidemic duty.
(i) Chief Justice and Judges of High Court.	Full powers.
(ii) Adm. Department.	Full powers.
(iii) F. A. & C. A. O. Power Projects and Flood Control.	In respect of the staff of the inspection parties deputed for inspection of accounts of the various divisions under the Organisation subject to the conditions that :— (a) the inspecting party has to prolong its halt at a place for purposes of inspecting more than one division, (b) the stay in a division does not normally exceed 5-7 days, (c) the total period of halt at a place does not exceed 20 days.
(iv) Class I Officers.	(iv) Up to 20 days in respect of Non-Gazetted Officers the maximum of whose scale does not exceed Rs. 430.
[1]Director of Geology and Mining.	Full powers.
Department of Food.	Full powers.

---

1. Recast vide F. D. Notification SR0-308 dated 6-7-1981 effective from 1-4-1981.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
95	332	To sanction prolonged halts and change in the programme of female travelling dispensaries.
96	332	To sanction prolonged halting allowance to stipendiaries for halts during training up to 30 days.
97	337-A	To sanction actual expenses in lieu of travelling allowances and halting.
98	339	To tranfer and to order posting of officers except those shown in item VIII Third Schedule of J&K Business Rules.

To whom delegated	Extent
Director Health Services.	Full powers.
General Department (Trainings Branch).	[1]Full powers provided that prolonged halting allowance is not allowed at the normal place of residence of the concerned stipendiaries officers.
(i) All Departments.	(i) Full powers.
(ii) Class I Officers.	(ii) In respect of Non-Gazetted Officers under them.
1. All Departments.	[2]Full powers except in the case of Head of Departments with jurisdiction in both Provinces.
2. Chief Justice.	Officers below the rank of Sub-Judges.
3. Major Head of Department.	All officers in the scale of pay the maximum of which does not exceed Rs. 1,000.
4. Class I Officers.	All officers in the scale of pay the maximum of which does not exceed Rs. 600.
5. Class II Officers.	All officers in the scale of pay the maximum of which does not exceed Rs. 350.
6. Class III Officers.	All officers drawing pay up to Rs. 130.

Note.—While transfers and postings of officers may be made by a superior authority in its wider jurisdiction, the officers transferred to a District, Circle or Division will be posted in such District, Circle or Division by the District, Circle or Divisional Officer at his discretion.

Example.—An Inspector or Sub-Inspector of Police may be transferred by the I.G.P. from one Division to the other but the posting of such staff in the Police Range may be made by the D.I.G. of Police of the concerned Range.

---

[1] Recast vide F. D. Notification SR0-52 dated 12-2-1965.

[2] Inserted vide F. D. Notification SR0-62 dated 25-6-1966.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
[1]99	360-D	To permit all Officers Gazetted and/or Non-Gazetted under their control to attend :— (a) Tech. Conferences. (b) Departmental meetings. (c) Any official business other than (a) and (b) above outside the State but within the country.
99-A	360-D	To permit the staff of Food and Supplies Department Jammu/Srinagar for inspection of Foodgrains and Sugar Stocks in other parts of the Union outside the State.
[2]99-B	360-D	To permit officers under their control to attend any court hearing outside the State on behalf of the Government in cases where the State Government is a respondent.
[3]Note.—Deleted.		
100	360-E	To permit professors and teachers and other officers of the Education Department to accompany teams of students and allow them travelling allowance as admissible under rules.
[4]101	Deleted.	
102	360-D	To sanction Travelling Allowance at the rates admissible under rules for journey [5][to other parts of the Union outside the State].

---

1. Recast vide F. D. Notification SR0-171 dated 24-4-1982.
2. Inserted ibid.
3. Deleted vide F. D. Notification SR0-568 dated 30-11-1971.
4. Deleted vide F. D. Notification SR0-171 dated 24-4-1982.
5. Substituted for the words "beyond the State territory" vide F. D. Notification SR0-313 dated 28-8-1965.

To whom delegated	Extent
[1]Commissioner for Housing and Urban Development Department.	All officers under his control up to and including the level of Executive Engineers and officers of corresponding rank.
(i) Adm. Department.	(i) Provided the number of persons to be deputed is not more than 3 at a time.
(ii) Chief Justice.	(ii) No class IV staff is allowed to accompany the Officers.
(i) Adm. Department. (ii) Chief Justice.	Provided journey is undertaken in the performance of normal business of the Department.
[2]Administrative Department.	Full powers provided that the period of deputation does not exceed thirty days.
(a) Secretary to Government.	Full powers in respect of the Heads of the Departments under the Secretariat.
(b) Major Heads of Departments.	Full powers in respect of the subordinate staff.
Department of Education.	Full powers.
(i) Inspector General of Police.	(i) In respect of all Police Officers above the rank of Inspectors, provided the journey undertaken is in the performance of normal business of the Department.

---

1. Inserted vide F. D. Notification SR0-8 dated 6-1-1973.
2. Recast vide F. D. Notification SR0-568 dated 30-11-1971.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
103	367	To permit Government servants to undertake direct journey between Srinagar or Jammu and the Headquarters of Government.
104	367	To move any Forest Officer to any place within his jurisdiction in the interest of Government work.
105	368	To countersign travelling allowance bills of treasurers on their transfer from one station to another.
[1]106	Deleted.	
[2]106-A		To sanction tours outside the State but within the country of representatives of the Co-Operative Societies or Growers for purpose of making marketing arrangements.
107	368	To sanction tour programmes of subordinates outside their jurisdiction but within the State.
108	Schedule IV para (vii)	To sanction Presidency Town allowance and conveyance allowance to students under training [3][outside the State in other parts of the Union].
109	Schedule IV para (vii)	To sanction family allowance subject to a maximum of Rs. 150 p.m. and 50% of their pay to official deputed for training overseas.

---

1. Deleted vide F. D. Notification SR0-171 dated 24-4-1982.
2. Inserted vide F. D. Notification SR0-223 dated 4-5-1973.
3. Substituted for the words "In India" vide F. D. Notification SR0-313 dated 28-8-1965.

To whom delegated	Extent
(ii) Deputy Inspector General of Police.	(ii) In respect of all the Police Officers of and below the rank of Inspectors.
All Departments.	Full powers.
Chief Conservator of Forests.	Full powers.
General Treasurer.	Full powers.
[1]Horticulture Commissioner.	Full powers provided Funds for the purpose exists in the Plan Budget.
(i) All Departments.	(i) In respect of the Heads of Departments and other officers who are under the direct control of Administrative Departments.
(ii) Class I and Class II Officers.	(ii) In respect of all Government servants working under them.
General Department (Trainings Branch).	With the previous consultation of the Finance Department subject to rules in force.
General Department (Trainings Branch).	With the previous consultation of the Finance Department.

---

1. Recast vide F. D. Notification SR0-223 dated 4-5-1973.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
110		To sign the reassignment form and the notice form on behalf of the Government.

[1]Note.—Notwithstanding anything contained in this schedule, the Secretary to Government, General Department will exercise full powers in respect of the following items :—

(a) To sanction ordinary pension of Gazetted Officers up to the level of Deputy Secretary (excluding I. A. S. Officers) and Non-Gazetted Government servants subordinate to General Department.

(b) To sanction commutation of pension in respect of Government servants covered under (a) above.

(c) To sanction casual leave of officers subordinate to him and Heads of Departments under the administrative control of the General Department except the Secretaries to Government in whose case it will be sanctioned by the Chief Secretary.

(d) To sanction all types of leaves (except study leave) to the Non-Gazetted staff of the Civil Secretariat.

(e) To accord sanction in respect of the Non-Gazetted staff of the Civil Secretariat for travelling by class/mode of conveyance other than the one to which he is entitled under rules, provided reasons for the same are recorded.

(f) To appoint Non-Gazetted staff in the Civil Secretariat on the recommendations of the State Recruitment Board.

(g) (i) To appoint orderlies/chowkidars.

(ii) To appoint Junior Assistants against leave vacancies.

(h) To transfer Non-Gazetted staff from one branch of the Civil Secretariat to another and sanction officiating/acting arrangements of the officers upto the level of Superintendents against leave vacancies.

---

[1] Inserted vide SR0-517 dated 28-8-1978.

To whom delegated	Extent
Chief Secretary.	Insurance policies assigned to Government by loan scholars.

[1]SCHEDULE I-D

Delegation of special administrative powers to the officers of the Education Department (School Wing)

Note.— Delegation of powers for items listed in this Schedule, if any, contained in Schedules I-B and I-C in respect of the officers of School Education shall be deemed to have been superseded.

---

[1] Inserted vide F. D. Notification SRO-327 dated 7-7-1973.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
1	53	To make appointments on 3 months basis provided posts are vacant.
2	53	To make temporary appointments for six months.
3	53	To make regular appointments in accordance with the recommendations of the Selection Committee/Board or the Public Service Commission as the case may be.
[1]4	339	To make transfers.

---

[1] Recast vide SRO-55 dated 1-2-1983.

To whom delegated	Extent
(i) Heads of High/Higher Secondary Schools/ Training Institutions.	Class IV servants and Teachers in their Schools.
(ii) Tehsil Education Officers.	Class IV servants and Teachers in the Primary and Middle Schools.
(iii) District Education Officers.	Masters.
(iv) Joint Directors of Education.	Senior Masters, Junior Assistants/Clerks.
Administrative Department.	For six months in the case of Heads of High/Higher Secondary Schools/ Teachers in Training Institutes.
(i) Heads of High/Higher Secondary Schools/ Training Institutions and T.E.O's.	Class IV servants in the Schools.
(ii) District Education Officers.	Teachers in the District Cadre.
(iii) Joint Directors	Masters (Provincial Cadre).
(iv) Director School Education.	Senior Masters State Cadre/Head Assistants and Superintendents in Sub-Offices.
Deputy Director (Administration) (By delegation from Director School Education).	Senior Assistants/Clerks, Junior Assistants/Clerks and Stenographers in the Sub-Offices.

Note.—The Authority competent to appoint shall be competent to confirm subject to the availability of permanent posts and without the prejudice to the seniority of others.

(i) Adm. Departments.	(i) Full Powers. In respect of all State level posts in the Departments of School Education including Directors of Education and all officers subordinate to them. (ii) Inter-provincial transfers of teaching staff Non-Gazetted.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power

To whom delegated	Extent
(ii) Directors of Education.	Full powers. (a) In respect of transfers in the beginning of the term within the province of :— (i) Lecturers Higher Secondary Schools. (ii) Head Masters/Head Mistresses. (iii) Block Education Officers and other posts of allied grades. (iv) Masters and Senior Teachers and other posts of allied grades. (b) In respect of inter-District transfers of teachers including Selection grade teachers.
(iii) District Education Officers.	Full powers, to make normal transfers in the beginning of the terms within the district of the Non-Gazetted teaching staff up to and including Masters level.

Note 1.—The District Education Officers shall have full powers to rationalise the teaching staff in the District according to norms, keeping in view the subject requirements, consequent upon the introduction of new curriculla.

Note 2.—The time limit of maximum three years and minimum of two years shall be the ordinary duration of stay of a Government employee at one place before which no transfer should ordinarily be made. However, the term of teaching staff posted in far-flung areas from outside their district of residence should be only two years.

(i) The premature transfer is a transfer which takes place before the expiry of the minimum tenure of two years at a particular place.

(ii) The premature/mid-session transfers for administrative reasons or health grounds of all Gazetted and Non-Gazetted Officers/Officials would be made only after obtaining the orders of the Minister Incharge Education through the Administrative Department. The premature transfers should normally be made at the time of commencement or end of the academic session so that mid term transfers are made an exception.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
5	112-(b)	To grant all kinds of leave excepting leave outside India and Study Leave which should be sanctioned by the Administrative Department.
6	108	To issue orders of suspension.

To whom delegated	Extent

Note 3.—The inter-District/inter-Provincial transfers of teachers should be made in the interest of the educational institutions and such transfers justified and reasons recorded therefor in writing by the Directors. This should normally be used sparingly *i. e.* only when the requirement of subject teachers as per new curriculam, cannot be met within the district or on compassionate grounds. The lien of the Officials/ Masters transferred from one District/Division to another should be retained in the parent District/Division.

Note 4.—The posts of Lecturers of Higher Secondary Schools/Headmasters/ Headmistresses, Block Education Officers and other posts of allied grades are State level posts. The incumbents thereof are liable to be posted to any part of the State. The Directors should before finalising their transfer proposal at the beginning of the academic year, take into account the service rendered by them outside their localities/ Divisions of residence. Before the transfer orders are issued the Administrative Department should be consulted.

To whom delegated	Extent
Concerned drawing and disbursing officers/Heads of High/Higher Secondary Schools/Teachers Training Institutions.	
(i) Heads of High/Higher Secondary Schools/ Training Institutions.	Teachers in the Higher Secondary Schools/Teachers Training Institutes.
(ii) Tehsil Education Officers.	Teachers in Primary and Middle Schools in the Tehsil.
(iii) District Education Officers.	Masters in the District and Teachers in the High Schools and Junior Assistants/ Clerks.
(iv) Joint Director of Education.	Senior Masters and Senior Assistants/ Clerks.
(v) Director Education.	Head of High/Higher Secondary Schools/ Tehsil Education Officers, Additional Tehsil Education Officers, Deputy Education Officers, Head Assistants and Superintendents in the Sub-Office.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
7	76	To sanction crossing of Efficiency Bar.
8	44-A and Note 3 thereunder.	Deputation of personnel to short training courses, seminars, conferences, within the State.
9	53	Deputation for personnel for training course outside the State.
10	368	Permission to travel beyond jurisdiction but within the State.

---

1. Recast vide SRO-109 dated 21-2-1979.

To whom delegated	Extent
(i) District Education Officers.	Teachers in District Cadre.
(ii) Joint Director of Education.	Masters in the Divisional Cadre.
(iii) Director School Education.	Senior Masters.
(iv) Administrative Department.	Heads of High/Higher Secondary Schools and Teachers Training Institute/Deputy Education Officers, Tehsil Education Officers and Additional Tehsil Education Officers.
(i) Directors of Education.	Heads of Higher Secondary Schools, High Schools, Tehsil Education Officers, Deputy District Education Officers, District Education Officers and other district level officers.
(ii) Deputy Directors (Territorial).	Senior Masters.
(iii) District Education Officers.	(i) Teachers and (ii) Masters
(i) Director School Education.	All personnel up to six months.
(ii) Administrative Department.	All personnel beyond six months.
(i) District Education Officers.	Teachers in the District Cadre.
(ii) Joint Director of Education.	Masters.
(iii) Deputy Director Administration (By delegation from Director School Education).	Senior Masters.
(iv) Director School Education.	Heads of High Schools/Additional Tehsil Education Officers/Deputy Education Officers.

S. No.	Reference to Article in J & K C. S. R's. under which delegation made	Nature of Power
11	339	To transfer ministerial staff.

To whom delegated	Extent
(v) Administrative Department.	Above Heads of High Schools etc. as against sub-item on (iv).
(i) District Education Officers.	Junior Assistants within the District.
(ii) Joint Director Education.	Junior and Senior Assistants/Clerks within the Division.
(iii) Deputy Director School (Administration).	Junior and Senior Assistants/Clerks within the State.
(iv) Director School Education.	Head Assistants/Superintendents in the Sub-Offices.

Note.—The inter-transfers of ministerial staff in Teachers Training Institutes would be made by Director Teachers Training and in Youth Welfare Wing by the Director Youth Welfare and Vocational Education. But the Senior/Junior Assistants/Clerks etc. would not be ordinarily transferred outside the district.

SCHEDULE II–List of appointments specially classed as inferior.

[Referred to in Article 20-C and 226 (i)]

1. Nazool Department.	1. Assistant Patwaries.	
2. Rakhs and Farms Department.	1. Dafedars.	
	2. Attendant Pump.	
	3. Mistry.	
	4. G.C. Machine Drivers.	
	5. Head Rakhas.	
	[1]6. Weighmen	Only such of them as were in service on 10-10-1966.
	7. Jaribkashs	
	8. Gardeners	
	9. Kamas	
	10. Rakhas	
3. Agriculture Department.	1. Farm Bailiff.	
	2. Entomological Operators.	
	3. Seed Supervisor.	
	4. Laboratory Assistant.	
	5. Book Keepers.	
	6. Fieldman.	
	7. Nursery Supervisor.	
	8. Smith.	
	9. Attendant Pumping Station.	
	10. Flay Dress Driver.	
	11. Gasmen.	
	12. Tractor Cleaners.	
	13. Cleaners.	
	14. Bee-keepers.	
	15. Supervisors.	
	16. Head Gardeners, Gardeners and Malies.	
	17. Rat Control Operators.	
	18. Operators.	
4. Animal Husbandry Department.	[2]1. to 14. Deleted.	
	[3]15. Cleaner.	
	16. Farm Jamadar.	
	17. Head Rakhas.	
	18. Delivery man.	
	19. Attendant.	
	20. Messengers.	
	21. Poultry Keepers.	
	22. Laboratory Boys.	

---

[1] Inserted vide SRO-9 dated 7-1-1980.

[2] Deleted vide SRO-428 dated 8-10-1982.

[3] Inserted ibid.

		23. Watchman. 24. Cow Boys. 25. Cart Drivers. 26. Gwalas. 27. Helpers. 28. Rakhas. 29. Guards. 30. Boatman. 31. Flayers. 32. Kamas. 33. Bull Attendants.

Note.—This will apply only to such employees, who were appointed on any of these posts in the Department on or before 10-10-1966 and retire as such.

[1]4-A.	Sheep Husbandry Department.	1. Laboratory Boys. 2. Head Gaddies. 3. Gaddies. 4. Shepherds. 5. Farm Jamadars. 6. Ploughmen.

This will apply to such persons only who have joined the above posts before 10-10-1966.

5.	Mahal Singara	1. Head Watchers. 2. Watchers.	
6.	Forest Department (Studies in tree diseases in the Forest Department.)	[2]1. Deleted. [2]2. Fieldman. [2]3. Deleted. [2]4. Head Malies. [2]5. Malies.	In Forest Department who were in service on or before 10-10-1966.
7.	C. D. Projects, NES and Local Development.	1. Cleaners. 2. Mistries. 3. Pump Operators. 4. Mali-cum-Chowkidars. 5. Mirabs (in 65-80 scale). 6. Plantation Watchers. 7. Supervisors Plantation. 8. Gardener.	
8.	Development of Sonawari.	Nursing Orderlies.	
9.	Drug Farming.	Laboratory Boy.	
10.	Chemical Laboratory.	Laboratory Boy.	

---

1. Inserted vide F. D. Notification SRO-325 dated 3-7-1973.
2. Deletion and insertion made vide SRO-412 dated 7-7-1976.

11. Sericulture Department.	1. Nigrans. 2. Pump Operators. 3. Boiler Man. 4. Smith. 5. Carpenter. 6. Masons. 7. Sanitary Daroga. 8. Engine Man. 9. Fitters. 10. Mechanics. 11. Mulberry Guards. 12. Watchers. 13. Head Mali. 14. Malies.
12. Industries.	1. Wiremen (Central Market). 2. Section Cutter. 3. Laboratory Attendant. 4. Weaving Assistants. 5. Millers. 6. Spinning Assistants. 7. Carders. 8. Carpet Assistants. 9. Carpet Mechanic.
13. Drug Industries.	1. Boiler Men. 2. Cleaners. 3. Mechanic. 4. Firemen. 5. Head Malies. 6. Block Malies. 7. Pump Driver.
14. Rajbagh Silk Weaving Work.	1. Assistant Fitters. 2. Assistant Raw Section. 3. Carpenters. 4. Lathemen. 5. Oilers. 6. Loom Mechanics. 7. Dyeing Assistants. 8. Throwing Assistants.
15. Government Woollen Mills.	1. Woollen Spinning Jobber. 2. Card Jobbers. 3. Mule Jobbers. 4. Mule Mistry. 5. Assistant Finishing. 6. Boilermen. 7. Head Power Loom Mistry. 8. Incharge Worsted Spinning.

	9. Power Loom Mistries. 10. Handloom Mistries. 11. Sorting Jamadars. 12. Incharge Spinning. 13. Incharge Winding. 14. Incharge Testing. 15. Carpenter. 16. Turner. 17. Incharge Smithy. 18. Sales Assistants. 19. Ward Jamadars. 20. Worsted Spinning Jobber. 21. Salesmen.
16. Government Handloom Silk Weaving Factory.	1. Loom Mechanic. 2. Dye Finisher. 3. Carpenter.
17. Kashmir Government Arts Emporium.	1. Carpenter. 2. General Packer. 3. Cleaners. 4. Orderlies. 5. Chowkidars. 6. Attendants. 7. Orderly-cum-Packer. 8. Field Assistants.
18. Rosin & Turpentine Factory.	1. Distillers. 2. Supervisor Saw Mill. 3. Smith. 4. Foreman. 5. Engine Drivers. 6. Bandsawmen. 7. Packers. 8. Attendants. 9. Cleaners.
19. Kashmir Willows.	1. Circular Sawmen. 2. Mechanics. 3. Bandsawmen. 4. Assistant Mechanic. 5. Mistry.
20. Leather Tanning Industry.	1. Head Tanner. 2. Mechanic. 3. Boiler Mechanic. 4. Leather Selector. 5. Carpenter.

21.	Joinery Mill.	1. Welders. 2. Operators. 3. Boilers.
22.	Flying and Tweed Centres.	1. Wool Distributors. 2. Flayers. 3. Labourers.
23.	Central Dyeing House.	Skilled Dyer.
24.	Black Smithy Workshop, Jammu.	Black Smiths.
25.	Model Oil Ghani Centres.	Mistries.
26.	Weaving Centre, Badgam.	1. Mistry-cum-Designer. 2. Dyers. 3. Draper. 4. Raw Wool Distributors.
27.	Brick and Tile Factory.	1. Mechanic. 2. Driving Operator. 3. Excavator. 4. Operator. 5. Press Plant. 6. Elevator.
28.	Pottery Factory.	1. Potter. 2. Mistry.
29.	Kashmir Pharmaceutical Works and Match Factory.	1. Shift Mechanics. 2. Black Smiths. 3. Mistry. 4. Carpenter. 5. Mechanic.
30.	Spinning Plant, Amdakadal.	1. Jobber. 2. Spinning Assistants.
31.	State Motor Garages.	1. Blacksmith. 2. Tin Smith. 3. Fitter. 4. Greaser. 5. Washer. 6. Cleaners.

32. Police and Additional Police Organisation.	1. Cooks. 2. Barbers. 3. Tailors. 4. Dhobies. 5. Mochies. 6. Carpenters. 7. Khidmatgars. 8. Sweepers.
33. Food and Supplies Department.	1. Mistries. 2. Mechanics.
34. Transport.	1. Store Attendants. 2. Mechanics. 3. Petrol Pump Operators. 4. Cleaners. 5. Conductors. 6. Dormitory Attendants. 7. Lathemen. 8. Fitters. 9. Blacksmiths. 10. Tin Smiths. 11. Carpenters. 12. Vulcanisers. 13. Tailors. 14. Upholsters. 15. Moulders. 16. Painters. 17. Solders. 18. Assistant Painters. 19. Attendants Electricians. 20. Hammermen. 21. Greasers. 22. Water Pump Drivers. 23. Washermen. 24. Distillers. 25. Helpers. 26. Bandsawmen. [*]27. Traffic Orderlies who were in service on 10-10-1966.
35. Irrigation Department.	1. Weir Jamadar. 2. Weir Men. 3. Chainmen.
36. Tawaza Department.	1. Tent Repairers. 2. Table Boys. 3. Rafugar. 4. Mates. 5. Cooks.

---

[*] Inserted vide F. D. Notification SRO-185 dated 8-5-1984

		6. Dhobies. [1]7. Farashes. 8. Jhewers. 9. Head Gardeners. 10. Gardeners. 11. Hanjis. 12. Groundmen. 13. Sweepers. [2]Past cases, if any shall be decided accordingly. [3]14. "Khansamans" who were in service on 10-10-1966.
37.	Water Works.	1. Plumber. 2. Works Agent. 3. Fitters. 4. Blacksmith. 5. Assistant Fitter. 6. Fitter Attendant. 7. Linemen. 8. Driver. 9. Pump Driver. 10. Turner. 11. Moulder. 12. Assistant Engine Driver. 13. Line Jamadar. 14. Hammerman. 15. Turn Cocks. 16. Motormen. 17. Assistant Meter Readers. 18. Mates. 19. Mistries. 20. Oilers. 21. Assistant Boster Pump Drivers. 22. Engine Drivers. [4]23. Khalasis in P. H. Engg. Deptt. who were in service on or before 10-10-1966.
38.	Electric Department.	1. Plant Repairer. 2. Shift Attendant. 3. Motor Mistry. 4. Fitter. 5. Line Carpenters. 6. Workshop Mechanics. 7. Mason. 8. Engine Driver. 9. Assistant Mistry. 10. Workshop Assistant. 11. Pump Attendant. 12. Flume Patrols. 13. Gate Operator.

---

1. **Inserted vide F. D. Notification SRO-197 dated 5-4-1969.**
2. **Substituted vide F. D. Notification SRO-576 dated 13-10-1969.**
3. **Inserted vide SRO-400 dated 25-7-1979.**
4. **Inserted vide SRO-367 dated 26-5-1972.**

	14. Groundmen. 15. Gauge Readers. [1]16. Deleted. 17. Mistries. 18. Pump Drivers. 19. Hydraulic Shift-Attendants. 20. Cleaners. 21. Oilers. [1]22. Deleted. 23. Station Attendant. 24. Hammermen. 25. Wiremen. 26. Canal Gate-keepers. 27. Turner. 28. Moulder Pattern. 29. Blacksmith. 30. Wheel Attendants. 31. Gate Operators. 32. Turbine Oilers. 33. Welders. 34. Diesel Engine Driver. 35. Line Mechanics. 36. Turbine Oilers. 37. Butterfly Valve Attendants. 38. Station Cleaners. 39. Line Erectors. 40. Tracers. 41. Erection Helper. 42. Canal Patrols. 43. Gate-keepers.
39. Public Works.	1. Plumber. 2. Pump Driver. 3. Head Farash 4. Assistant Fitter. 5. Turner. 6. Assistant Foreman. 7. Mechanics. 8. Fitters. 9. Moulders. 10. Hammermen. 11. Farash.
40. Sindh Valley Electricity.	1. Turbine Oilers. 2. Butterfly Valve Attendants. 3. Station Cleaners. 4. Erection Helpers.
41. Store and Purchases.	1. Fitters. 2. Hammermen.

---

[1] Deleted vide F. D. Notification SRO-437 dated 1-9-1973.

42.	Irrigation Department (Flood Control)	1. Mechanics. 2. Fitters. 3. Moulders. 4. Chargemen. 5. Laboratory Attendants. [1]6. Blacksmiths (such of them who have joined service before 10-10-1966).
43.	Governor's Establishment	1. Table Boy. 2. Chauffeur for Motor Cycle. 3. Cleaner. [2]4. Farashes. 5. Cooks. 6. Mate. 7. Dhobi. 8. Sweepers. 9. Pantry Boy. 10. Malies and Head Malies.
44.	Central Records and Estates.	Menders.
45.	Archaeology and Museum.	Taxidermist.
46.	Director Information's Office.	Packer.
47.	Visual Publicity Organisation.	1. Meth-cum-Chargers. 2. Screenmen.
48.	Bureau of Information, New Delhi.	Gestetner Assistant.
49.	Stationery & Printing.	1. Casting Operator. 2. Assistant Casting Operator. 3. Monotype Caster. 4. Lathe Runner. 5. Dye Printer. 6. Rulling. 7. Cutting Machineman. 8. Type Caster. 9. Carpenter. 10. Mechanics. 11. Assistant Mechanics. 12. Cleaners.
50.	Education.	1. Daftaries. 2. Cleaners. 3. Packers.

---

[1] Inserted vide F. D. Notification SRO-600 dated 29-11-1984.

[2] Inserted vide F. D. Notification SRO-202 dated 8-4-1969

		4. Workshop Attendants of Industrial Training Schools. 5. Cooks of Hostels. 6. Gardeners of Boarding Houses. [1]7. Laboratory Bearers (who joined the service before 10-10-1966). [2]8. Watermen (who joined the service before 10-10-1966). [3]9. Lascars (who have joined service on or before 10-10-1966).
51.	Jail Department.	1. Barbers. 2. Tailors. 3. Carpenters. 4. Khidmatgars. 5. Waterman. 6. Bearers. 7. Cooks.
52.	Tourism.	1. Rent Collectors. 2. Regional Inspector. 3. Plumbers Reception Centre. 4. Farashes. 5. Sweepers. 6. Club Bearer. 7. Green Keepers. 8. Golf Jamadar. 9. Gardeners.
53.	Medical and Public Health Department.	1. X-ray and Theatre Boys 2. Dhobies. 3. Nursing Orderlies. 4. Head Warders. 5. Warders Leprosy. 6. Packers. 7. Carpenters. 8. Plumbers. 9. Cooks. 10. Barbers. 11. Head Gardeners. 12. Cleaners. 13. Linemen. 14. Laboratory Boys. 15. Gardeners. 16. Carpenters. 17. Tailors. 18. Tin Smith. 19. Field Workers.

---

1. **Inserted vide F. D. Notification SRO 566 dated 14-8-1972.**
2. **Inserted vide F. D. Notification SRO-630 dated 13-12-1973.**
3. **Inserted vide F. D. Notification SRO-546 dated 22-11-1983.**

		20. Laboratory Attendants.
		21. Insect Collectors.
		22. Literate Workers.
		23. Mechanics.
		24. Fitters.
		25. Work Mistries.
		26. Pump Drivers.
		27. Line Jamadars.
		28. Oiler-cum-Chowkidars.
		29. Turn Cocks.
		30. Truck Cleaners.
		31. Turncock-cum-Chowkidars.
		32. Oilers.
		33. Compressor Cleaners.
		34. Lathemen.
		[1]35. Chief Steward and Steward of Medical Department who have joined service before 10-10-1966.
		[2]36. Machinemen (who were in service on or before 10-10-1966).
54.	Medical Hospitals.	1. Head Warder. 2. Female Warders. 3. Warders.
55.	Trade Agencies.	1. Gardeners. 2. Sweepers.
56.	Miscellaneous Social Welfare Department.	Mistries.
57.	(i) Community Centre.	Gardeners.
	(ii) Publicity Board.	1. Packers. 2. Screenmen. 3. Mate-cum-Charger. 4. Gestetner Assistant. 5. Distributors.
[3]58.	Geology and Mining Department.	1. Section Cutter in 180-250 scale. 2. Laboratory Attendant in 180-250 scale. [4]3. Deleted. 4. Store Khalasi. 5. Bearer. 6. Helper. 7. Cleaner.

---

[1] Inserted vide F. D. Notification SRO-9 dated 7-1-1981.
[2] Inserted vide F. D. Notification SRO-344 dated 4-8-1981.
[3] Inserted vide F. D. Notification SRO-245 dated 9-7-1965.
[4] Deleted vide F. D. Notification SRO-261 dated 6-6-1974.

8. Laboratory Bearers.
9. Technical Bearers.
10. Sweepers.

59. General.

1. Jamadars.
2. Orderlies.
3. Chowkidars.
[1]4. Messengers (who were in service on or before 10-10-1966).
[2]5. Sweepers and/or Safaiwalas appointed in time scales of pay on regular establishment in service on or before 10-10-1966.

[3]Note.–The category of Chowkidar wherever existing shall be redesignated as 'Watchmen'.

This shall be deemed to have come into effect from 6-9-1989.

[4]60. Estates Department.

[4]1. Farash-cum-Chowkidars.
[5]2. Sanitary Supervisor.
3. Head Farash.
4. Farash.
5. Chowkidar.
6. Cycle-Boy.
7. Gardener (Mali).
8. Sweeper (Safaiwal).

Only such of them as were in service on 10-10-1966.

---

1. Inserted vide F. D. Notification SRO-327 dated 9-8-1982.
2. Inserted vide F. D. Notification SRO-25 dated 18-1-1985.
3. Inserted vide F. D. Notification SRO 391 dated 11-10-1989.
4. Inserted vide F. D. Notification SRO-236 dated 25-4-1980.
5. Inserted vide F. D. Notification SRO-313 dated 8-7-1981.

SCHEDULE III–Rewards, Remunerations and Fees

(Referred to in Articles 48 and 48-A)

I. The Chief Conservator of Forests is authorised to pay as rewards to forest employees a portion of the compensation money realised for damages to forests.

II. To encourage the prevention of Kuth smuggling, the following rewards may be paid to any Non-Gazetted Officer of the Government or to any private person who is instrumental in or gives information leading to the detection of offences under the Kuth Act or the recovery of the stolen Kuth up to Rs. 50 in each case and in addition, where stolen Kuth of more than one maund is recovered, up to Rs. 50 for each maund so recovered.

Note. Rewards up to Rs. 300 in each case may be sanctioned by the Chief Conservator of Forests ; sums in excess of this require the previous approval of the Administrative Department concerned.

III. All forest officers below the rank of Assistant Divisional Forest Officer and all other Government servants whose pay does not exceed one hundred rupees as well as persons who are not public servants, are eligible for rewards under these rules :

(a) On conviction of an offender or on directing the confiscation of property under the Jammu and Kashmir Forest Act, 1987 the Magistrate by whom the case has been decided, is authorised to grant such rewards and in such proportion as he may think fit to any person or persons who have contributed to the seizure of the property confiscated or the conviction of the offender, provided that the total amount of reward shall not exceed the estimated value of property confiscated plus the amount of any fine imposed.

(b) If in any case the fine and the proceeds of the property confiscated cannot be immediately realized the Magistrate deciding the case shall at once pay the reward (provided that it does not exceed Rs. 50). If in any case the Magistrate considers that more than Rs. 50 should be distributed as reward he shall distribute Rs. 50 at once and shall submit his recommendations for larger rewards to the Chief Conservator of Forests who shall have power to sanction rewards not exceeding Rs. 100. If the Chief Conservator of Forests considers a high reward than Rs. 100 called for, he shall refer the case to his Administrative Department who may sanction distribution of a sum of not exceeding Rs. 150 and may refer the case for the orders of the Government for larger amount.

In case the Magistrate has not at his disposal a fund out of which the rewards can be paid or in the case of an order of confiscation where by law the Forest Officer takes charge of the property, the Forest Officer-in-Charge of the Division shall on requisition, furnish the Magistrate with the necessary funds.

(c) In any case the rewards shall be paid within the limit and under the sanction provided in rules (a) and (b) even though the fine may not have been realised. In cases in which the Forest Officer has furnished the funds under the rule, the fine on recovery shall be paid over to him.

(d) If after payment of the reward the conviction is reversed in appeal, the amount paid away in reward shall not be recovered from the persons to whom it has been paid unless it shall appear that they have acted fraudulently in the case.

(e) In case where under the Jammu and Kashmir Forest Act, 1987, a Forest Officer has accepted a sum of money as compensation for any damage which may have been committed, the Chief Conservator of Forests may authorise the payment of a portion of the amount realised not exceeding three-fourth up to a maximum of Rs. 100 as a reward to any person or persons who may have contributed to the discovery of the offender.

(f) If in any case the Chief Conservator of Forests considers that more than Rs. 100 should be distributed as rewards, he shall distribute Rs. 100 at once and shall submit his recommendation for a larger reward with his reasons for the same to his Administrative Department which shall have power to sanction rewards not exceeding Rs. 150 and may refer the case for orders of the Government for larger amounts.

[1]IV. To a police or other officer or private person assisting in an enquiry in a criminal case and provided the assistance rendered is considered worthy of reward in the best interest of the administration or to a Fire Brigade or other officer or private person for assistance, rendered for extinguishing fire, the rewards to the members of the Fire Brigade or the public being granted in very exceptional cases only, the Superintendent of Police may give a reward not exceeding Rs. 50. Rewards exceeding Rs. 50 but not Rs. 200 in favour of employees of the Police Department up to the rank of Inspectors or private persons require the sanction of the Dy. Inspector General of Police, those exceeding Rs. 200 that of Inspector General of Police, but all such rewards should be within the Budget provision for this purpose.

Note.—Provincial Deputy Inspector General of Police may utilize out of the grant for reward for good work in criminal cases a sum not exceeding Rs. 50 in a year in payments of petty rewards to constables for cleanliness of uniforms, arms and accountrements subject to confirmation by the Inspector General of Police.

---

[1] Recast vide F. D. Notification SRO-315 dated 28-8-1965.

V. Petty rewards are allowed to the field establishment by settlement officers for good work done and to Shikaries and Watchers in the Game Preservation Department.

VI. The Excise and Taxation Commissioner has been empowered to grant rewards under the following rules, whenever and to whatever extent he thinks fit to any Excise Officer or other officer or person who may be instrumental to the detection or punishment of an offence against the Excise Act, Samvat 1858 :–

(a) Out of the fines imposed, 50% of the profit to the Department after deducting from the total amount realised all excise duties and charges due from the offender ;

(b) Out of sale proceeds of attached or confiscated property, 50% ;

(c) In cases when no fine is imposed such amount not exceeding Rs. 50 in each case as the summoning officer may think fit ;

(d) When an offence is detected as a result of information given by any person, not a member of the Department such person should receive half the reward, the rest being distributed in proportion to their pay among the persons who co-operated in the detection or punishment of the offence. In other cases the whole reward should be distributed as above ;

(e) To encourage production of opium of good quality, the Excise and Taxation Commissioner has been empowered to grant rewards up to Rs. 200 in a year to Lamberdars, etc. No rewards or khillats will be granted to any State official without the previous sanction of the Government.

VII. Petty rewards to Government servants or other persons are granted on the occasion of religious and public festival out of budget allotment for the festivity concerned under the established practice not exceeding the fixed rates.

[1]VIII. The honorarium/remuneration to the experts/advisers and examiners, supervisors and other staff engaged by the Jammu and Kashmir Public Service Commission from time to time in connection with holding of interviews or various competitive or departmental examinations shall with effect from 15th June, 1982 be paid at the rates given below :

(a) Experts/Advisers :

An expert/adviser invited by the Commission from outside the State be paid Rs. 100 as honorarium per day plus T. A. and D. A. admissible to the officers of the corresponding ranks in the State Government :

Provided that where board and lodge are arranged by the Commission because of non-availability of accommodation in the Circuit House or MLA

---

[1] Recast vide F. D. Notification SRO-290 dated 14-7-1982.

Hostel, no daily allowance shall be payable. The charges for boarding and lodging in that case shall be borne by the Commission itself.

[1](b) Remuneration to Examiners :

Particulars of examination.	Fee for setting up of question paper.	Fee for evaluation of answer scripts.
(i) Competitive examination.	Rs. 125	Rs. 2.50 subject to minimum of Rs. 30.
(ii) Departmental examination for Gazetted Service.	Rs. 125	Rs. 2.50 subject to minimum of Rs. 30.
(iii) Departmental examination for Non-Gazetted Service.	Rs. 125	Rs. 2 subject to minimum of Rs. 20.

(c) Supervisory Staff :

(i) Supervisors.	Rs. 30 per day of one sitting. Rs. 40 per day of more than one sitting.
(ii) Asstt. Supervisors	Rs. 25 per day of one sitting. Rs. 35 per day of more than one sitting.
(iii) Invigilators.	Rs. 15 per day of one sitting. Rs. 25 per day of more than one sitting.
(iv) Clerk.	Rs. 15 per day irrespective of number of sessions.
(v) Class IV Employees	Rs. 10 per day irrespective of number of sessions.
(vi) Sweepers.	Rs. 10 per day irrespective of number of sessions.

In addition the supervisor and the clerk will be entitled to one day remuneration (at one sitting) for making preparations for the examination.

Action taken by the Public Service Commission in having raised the rates of honorarium for experts and advisers since February, 1978 at the rates of Rs. 75 and Rs. 40 per day for non-official and officials respectively is regularised.

---

[1] Recast vide F. D. Notification SRO-27 dated 20-1-1987.

[1]Note 1.—The examiners/supervisory staff engaged on conducting of examination by Jammu and Kashmir State Subordinate Services Recruitment Board will be paid remuneration at the following rates in respect of the examinations conducted by them :—

A—Rate of remuneration

S. No.	Functionary	For the actual days of examination
1.	Chief Supervisor ...	Rs. 100/-
2.	Supervisor ...	Rs. 80/-
3.	Assistant Supervisors ...	Rs. 60/-
4.	Invigilators ...	Rs. 50/-
5.	Clerks ...	Rs. 40/-
6.	Daftari and Others ...	Rs. 25/-

B—Fees for setting of Question papers/evaluation.

	For setting question paper	Formarking each Answer Book.
(a) Objecting type	Rs. 500/- per paper	Rs. 2.00 per Answer Book.
(b) Descriptive type	Rs.700/- per paper	Rs. 5.00 per Answer Book.
(c) Type test		Rs. 2.50 for two papers.
(d) Stenography (Jr. Scale)		Rs. 5.50 for two papers (including outline and transcription).

[2]Note 2.—The Supervisory Staff engaged for conduct of examination of State Board of Technical Examination shall be paid remuneration at the following rates :—

S. No.	Staff	Rates of remuneration
1	2	3
1.	Superintendent	Rs. 30/- plus Rs. 7/- as conveyance allowance.
2.	Deputy Superintendent	Rs. 22/- per day of examination.
3.	Assistant Superintendent	Rs. 20/- per day of examination.
4.	Supervisors/Invigilators	Rs. 17/- per day of examination.
5.	Inspectors	Rs. 30 per day of examination subject to maximum of Rs. 150/- per examination.

---

1. Recast vide F. D. Notification SRO- 207 dated 24-8-1995.
2. Inserted vide F. D. Notification SRO-218 dated 17-9-1992.

1	2	3
6.	Clerk	Rs. 15/- per day of examination.
7.	Daftari	Rs. 8/- per day of examination.
8.	Class IV	Rs. 6/- per day of examination.
9.	Code Officer	Re. 1/-.
10.	Checking Assistant	Rs. 125/- per thousand.
11.	Official detained after official hours for collection of answer books	Rs. 8/- per day.

[1]VIII-A. The staff engaged by the Public Service Commission from time to time for conduct of examination on behalf of Union Public Service Commission or Staff Selection Commission or any other such organisation of the Government of India shall be entitled to receive remuneration at the rates fixed by the aforesaid organisations from time to time.

IX. The Commissioner of Jammu is empowered to grant rewards on the occasion of the Jhiri and Bhimber cattle fairs and horse shows to-

(i) officials of different Departments not exceeding one month's pay of the grantee in any case, the total amount not to exceed Rs. 200 ;

(ii) wrestlers, Acrobats, Jockeys, etc. up to Rs. 10 in individual cases, the total amount not to exceed Rs. 150.

X. The Administrative Department (Veterinary) is authorised to sanction the award of prizes within the limits of Rs. 500 for each live-stock show according to local circumstances.

XI. The Administrative Department (Agriculture) is authorised to sanction the award of prizes within the limits of Rs. 150 for each Agricultural show according to local circumstances.

XII. Remuneration granted out of the judicial record fund by the Presiding Judges to the senior-most hand on the establishment of his Court not below the rank of Reader for comparison and attestation of copies of judgment, etc. granted under the copying rules not exceeding 1/10th of the total amount of the copying fee realised from an applicant.

---

1. Inserted vide F. D. Notification SRO- 187 dated 9-5-1984.

XIII. Shikarkhana employees get a reward of Rs. 10 and Rs. 5 for destruction of a panther in the Rakhs of the Kashmir and Jammu Provinces respectively.

XIV. The Administrative Department (Mining) is empowered to grant rewards not exceeding Rs. 100 in each case to Government officials or private persons for assistance rendered in safeguarding the interests of the Mining Department on given information or help leading to the detection or seizure or illicitly acquired precious stones etc.

XV. Watchers of the Game Preservation Department shall not be debarred from receiving the rewards as per clause (f) of Appendix-5 of the Financial Code Volume II nor the watchers of the Fisheries from receiving these referred to in Part I of the said clause.

XVI. (a) Medical Officers are allowed fee for post-mortem and Medico Legal Examination, not falling within their ordinary duties as per Rule 7-49 of the Financial Code, Volume I.

(b) Petty rewards not exceeding Rs. 4 in each case are granted to Dais of Hospitals for bringing bad labour case.

XVII. The Settlement Commissioner is empowered to give rewards within the budget grants not exceeding Rs. 10 per mensem each to such Naib-Tehsildars whose demarcation work is considered satisfactory.

XVIII. The Exhibition Committee is empowered to sanction rewards in favour of persons who do good work in connection with the Government Exhibition by debit to the Exhibition grant.

XIX. Rewards for Municipal servants whose appointment rests with the Government will be sanctioned by the Government and for others by the Administrative Department (Municipalities), provided:

(a) the rewards in any case do not exceed one month's pay of the grantee.

(b) that when rewards are granted either unnecessarily or too frequently, the Accountant General will bring such cases to the notice of the Government.

[1]XX. The following rates of remuneration shall be paid to the staff appointed by the Revenue Department for supervising the examinations of

---

1. Inserted vide F. D. Notification SRO-367 dated 17-9-1968.

Patwar, Wasilbaqinawis and Naib-Tehsildar candidates, conducted by that Department :–

1.	Superintendent	...	Rs. 5 per sitting.
2.	Invigilator	...	Rs. 3 per sitting.
3.	Clerical staff.	...	Rs. 2 per sitting.
4.	Inferior staff.	...	Re. 1 per sitting.

[1]XXI. The following rates of remuneration/fees shall be paid by the Administrative Reforms and Inspections Department for conducting the Stenography Examination :—

(a) Remuneration of Examiners (i) Rs. 30/- per day of one sitting.

(ii) Rs. 40/- per day of more than one sitting.

(b) Fees for making the papers Rs. 2/- per paper.

---

[1] Inserted vide F. D. Notification SRO-206 dated 28-9-1994.

SCHEDULE IV–Study Leave Rules

*[Refer Chapter VI of J & K Civil Service (Leave) Rules, 1979–
Rules 61–73]*

SCHEDULE V–Reward to Patwaries retired prior to 15th Baisakh, 1987.

[Referred to in Article 167 (3)]

Rewards may be granted by the Financial Commissioner and in the case of districts under Settlement by Settlement Officers to Patwaries who retire after 25 years service in the permanent appointment of Patwaries subject to the rules and conditions hereinafter stated–

I. A Patwari who, at the time he retires belongs to 1st grade, will be entitled to a reward of Rs. 25 ; and a Patwari who belongs to 2nd grade to a reward of Rs. 100 ; and a Patwari who belongs to the 3rd grade to a reward of Rs. 75. The amount of the above rewards represents the maximum allowable in each class of cases and it is discretionary with the Financial Commissioner or the Settlement Officer to sanction a lesser sum for valid reasons, e.g., where the Patwari's record has been only fair or where his son has been, appointed in his stead.

II. Service for the purpose of these rules must be continuous but the Financial Commissioner or the Settlement Officer may condone any break not exceeding 12 months in duration.

III. With the previous sanction of the Revenue Department, the Financial Commissioner and Settlement Officer may grant rewards in special cases to Patwaries who have been required to retire on account of physical unfitness before completing 25 years service provided they served 15 years.

IV. Rewards cannot in any case be claimed under these rules as of right. They will be granted only in recognition of approved service.

Application for reward must be made out in the form appended and forwarded to the Accountant General for preaudit in accordance with the above rules.

V. The charges for the reward shall be borne by the Patwar Fund but in the case of the Tehsils where Patwaries are paid from General Revenue or where the Patwaries cess collections cannot completely meet the Patwaries charges reward shall be debited to the General Revenues.

Note.–These rules shall not be applicable to Assistant or Probationary Patwaries.

Form of Application for grant of reward to a retiring Patwari.

District	Name of Patwari and father's name	Name of District last held	No. of years of continuous service with dates of commencement and termination	Grade and Pay	Reward proposed	Report of Accountant General	Remarks

Note 1.–The original verification report, Character Roll or Service Book in support of service should be attached to this.

Note 2.–Detail of service should also be given in remarks column.

SCHEDULE VI–Compassionate Fund Rules

[Referred to in Article 171 (b)]

1. The Compassionate Fund has been started for the relief of families of Government servants left in indigent circumstances through the premature death of the person upon whom they depend for support.

2. The proceeds of this fund in the shape of interest on capital will be treated as annual basic grant to be utilised for the grant of relief to the destitute widows and other dependants of deceased officer. The amount of the basic grant will be cumulative, the unexpended balance of one year's grant being carried forward to the credit of similar expenditure in succeeding years.

3. The principal conditions laid down for regulating grants from the fund are :–

(a) Grants from the fund will be restricted to cases of exceptional character only.

(b) The deceased officer must have rendered meritorious services as a public servant. Unusual meritorious service shall give special claim for consideration.

(c) Death due to special devotion to duty shall establish strong claim for consideration.

(d) In more ordinary cases preference shall be given to dependants of officers who have completed many years service and have just failed to claim their pension.

(e) Other things being equal preference will be given to the dependants of those who have been on low rates of pay.

(f) As a general rule a grant shall not be given if the salary of the deceased officer exceeded Rs. 500 a month.

(g) Care will be taken that too many grants are not made to families of officers who have been serving at the Headquarters of the Government.

4. The grants will be sanctioned in accordance with the following rules :–

(i) No pension will ordinarily be granted from the Fund, but in any special cases yearly grants made will be for a limited period only to defray the expenses of the education of children.

(ii) The amount of relief in each case should be equal to half of the last monthly pay of the deceased official for each completed year of service both qualifying and non-qualifying subject to a maximum of Rs. 1,200, in any one case.

(iii) Applications from survivors of deceased officials with less than 3 years service in the case of hereditary State Subjects and 5 years in the case of others should not be considered.

Note.–The restrictions do not apply to cases for grant of relief from the fund which fall under rule 3 clause (c) above.

(iv) Applications from survivors of officials who died before the commencement of Samvat year 1975 in the case of hereditary State subjects and Samvat year 1980 in the case of others should not be entertained.

5. The fund will be administered by a Board consisting of the following :–

(a) Revenue Minister,

(b) Finance Minister, and

(c) Chief Secretary.

The Secretary to Government in the Revenue Department will be ex-officio Secretary of the Board. Applications should be sent to the Secretary of the Board through the Department concerned and should be accompanied by information as to how for the conditions mentioned in para (3) above have been satisfied.

The Character Roll or Service Book of the deceased Government servant when available (or its equivalent) should invariably accompany the recommendation for the grant of a Compassionate Gratuity with a report from the Commissioner of the Province in which the deceased family resides as to the circumstances of the family.

On receipt of these details the Board will pass orders on the case. The orders of the Board will be communicated to the Department concerned and in those cases where a gratuity or pension is sanctioned by the Accountant General also.

6. The amounts granted out of Compassionate Fund to the widow or widows or survivors of a deceased Government servant will not be liable to attachment for his liabilities.

SCHEDULE VII–Deleted.

SCHEDULE VIII–Form of Leave Account for Government servants.

[Refer Form 2 of J&K Civil Services (Leave) Rules, 1979].

SCHEDULE IX

[Referred to in Note to Article 34-A]

Jammu and Kashmir Civil Services (Temporary Service) Rules, 1961

[Sanctioned vide Notification No. 416-F of 1961 dated 15th November, 1961].

1. (1) These rules may be called the Jammu and Kashmir Civil Services (Temporary Service) Rules, 1961.

(2) Subject to the provisions of sub-rule (3), these rules shall apply to all persons who hold a civil post under the Government and who are under the rule making control of the Governor but who do not hold a lien on any post under the Government or any other State Government or the Central Government.

(3) Nothing in these rules shall apply to–

(a) personnel of Jammu and Kashmir Militia ;

(b) Government servants engaged on contract ;

(c) Government servants not in whole-time employment ;

(d) Government servants paid out of contingencies ;

(e) persons employed in work charged establishments ;

(f) such other categories of employees as may be specified by the Government ;

[1](g) Temporary Government servants who have earned pension in respect of their previous military or civil service :

[2]Provided that the ex-servicemen who are re-employed after their retirement from army at the age of 45 years or earlier shall not be debarred from the benefits of these rules if they otherwise fulfil the requirements of these rules.

2. In these rules unless the context otherwise requires,–

(a) "Government service" means temporary service under the Government.

(b) "quasi-permanent service" means temporary service commencing from the date on which a declaration issued under rule 3 takes effect and consisting of periods of duty and leave (other than extraordinary leave without allowances) after that date ;

---

[1] Inserted vide F. D. Notification SRO-193 dated 26-4-1973.
[2] Inserted vide F. D. Notification SRO-223 dated 18-5-1974.

[1](c) Deleted.

(d) "temporary service" means service against a temporary post and officiating service in a permanent post under the Government.

[2]3. (1) A Government servant shall be eligible for being declared as quasi-permanent if he has been in continuous Government service for more than 3 years in a Department which is not as a whole temporary :–

(a) employees may be declared quasi-permanent against permanent posts or such temporary posts which have been in existence for 3 years or more ; and

(b) against such temporary posts transferred from plan to non-plan establishment which have been in existence for three years or more on non-plan establishment ;

(c) no person may be declared quasi-permanent against a plan post.

(2) In a Department which as a whole is temporary–

(a) such posts of the Department may be declared as quasi-permanent which have been in existence for 10 years or more and are borne on non-plan establishment ;

(b) such of the employees of the department as are otherwise eligible for quasi-permanency may be declared quasi-permanent against the posts declared quasi-permanent as per (a) above ;

(c) no person in the department be declared quasi-permanent against a plan post ;

(d) powers for declaring posts quashi-permanent in such department shall vest in the Administrative Department.

[2]3-A. (1) The authority competent to declare a Government servant as quasi-permanent shall be the appointing authority. Before a declaration of quasi-permanency is issued, the competent authority shall satisfy itself about the suitability of the concerned Government servant in respect of minimum service, age, qualification, work and conduct.

In issuing declarations of quasi-permanency the principle of seniority shall invariably be followed.

---

[1] Deleted vide F. D. Notification SRO-258 dated 15-5-1980.

[2] Deleted/Recast *ibid.*

(2) For purposes of determining work and conduct, the usual course is to refer to the A. C. Rs. of the concerned for the preceding 3 years. In certain subordinate services the maintenance of A. C. Rs. is not in vogue and in many cases the availability of A. C. Rs. in chain may not be possible for the reason that it has not been maintained in an office where the incumbent has worked or for reasons of a person having worked in different offices in broken spells in a year. A competent authority may in case where non-availability of A. C. Rs. in chain is attributable to the circumstances beyond control and where it is satisfied that work and conduct of the incumbent is as a whole satisfactory record necessary certificate in each case to that effect before making the declaration. Similarly in respect of any category of employees in whose case the practice of maintaining A. C. Rs. is not in vogue the certificate of good work and conduct by Head of Office may be taken as conclusive.

[1]3-B. (a) If a Government servant who has been declared quasi-permanent in a Department gives up service from that Department for joining another department he will lose the status of quasi-permanency in his earlier department. Similarly when an incumbent is transferred permanently from one cadre/department to another, he will cease to retain the status of quasi-permanency with change in cadre/department.

(b) There may be no objection to declare a person quasi-permanent who if otherwise eligible, is on deputation or on temporary transfer at the time when his juniors in the department are declared quasi-permanent.

(c) The total number of Government servants declared permanent/quasi-permanent in any service should not exceed the total number of temporary/permanent posts sanctioned for a particular category or class of that service.

(d) A person who has been declared permanent will cease to be quasi-permanent if he holds any such status before permanency. Similarly a Government servant who has been declared permanent in any post need not be made quasi-permanent in any higher post in which he may be appointed in officiating/temporary capacity.

(e) Unlike confirmation, quasi-permanency need not be made from post to post unless the Government servant loses the status of quasi-permanency in a Department/service for one or the other reason.

[2]4. (1) A declaration issued under rule 3 need not specify the particular post or a particular grade in a cadre against which a Government servant is declared as quasi-permanent. An employee may be declared as quasi-

---

1. Inserted vide F. D. Notification SRO-258 dated 15-5-1980.
2. Recast *ibid.*

permanent in the service to which he belongs regardless of whether he officiated or not on the post against which he may have been declared as quasi-permanent.

Note.—Declarations of quasi-permanency made in the past under the rules as were in vogue then shall not be reopened.

[1](2) Deleted.

5. (1) The service of a temporary Government servant who is not in quasi-permanent service shall be liable to termination on the expiry of the life of the post or at any time by notice in writing given either by the Government servant to the appointing authority, or by the appointing authority to the Government servant.

(2) The period of such notice shall be one month, unless otherwise agreed to by the Government and by the Government servant :

Provided that the service of any such Government servant may be terminated forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice or, as the case may be, for the period by which such notice falls short of one month or any agreed longer period.

(3) Where a notice is given by the appointing authority terminating the service of a temporary Government servant, or where the service of any such Government servant is terminated either on the expiry of the period of such notice or forthwith by payment of pay plus allowances, the Government or any other authority specified by the Government in this behalf, may, of its own motion or otherwise reopen the case and after calling for the record of the case and after making such enquiry as it deems fit, may–

(a) confirm the action taken by the appointing authority ;

(b) withdraw the notice ;

(c) reinstate the Government servant in service ; or

(d) make such order in the case as it may consider proper :

Provided that no case shall be reopened under this sub-rule after expiry of three months–

(i) in a case where notice is given, from the date of notice ;

(ii) in a case where no notice is given, from the date of termination of service.

---

1. Deleted vide F. D. Notification SRO-366 dated 26-5-1972.

(4) Where a Government servant is reinstated in service under sub-rule (3), the order of reinstatement shall specify :–

(a) the amount or proportion of pay and allowances, if any, to be paid to the Government servant for the period of his absence between the date of termination of service and the date of reinstatement ; and

(b) whether the said period shall be treated as a period spent on duty for any specified purpose or purposes.

6. The service of a Government servant in quasi-permanent service shall be liable to termination in the same circumstances and in the same manner as that of a Government servant in permanent service.

Explanation.–Under Rule 6 and Rule 7, a quasi-permanent employee is entitled to the same treatment in respect of disciplinary matters as a permanent employee holding the specified post. Since reduction of status from permanent to temporary is not one of the recognised penalties that can be imposed on a permanent Government servant under the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956, a quasi-permanent employee cannot also be relegated to a temporary status for reasons of inefficiency or as a disciplinary measure but the penalties permissible under the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956 may be awarded in the manner prescribed in these rules.

7. A Government servant in quasi-permanent service [1][x x x] shall, as from the date on which his service is declared to be quasi-permanent, be entitled to the same conditions of service in respect of leave, pay and allowances, joining time, grant of advances (Motor Car, House Building, etc.) as a Government servant in permanent service holding the specified post. In disciplinary matters also, the same conditions will apply.

8. Notwithstanding anything contained in Rule 6, the services of a Government servant to whom these rules apply, may be terminated at any time, on his being declared physically unfit for continuance in service by an authority who would have been competent to declare him as permanently incapacitated for service had his appointment been permanent.

9. A Government servant in quasi-permanent service shall if his service is terminated otherwise than as a disciplinary measure or by resignation, be eligible for :–

(a) a gratuity at the rate of half a month's pay for each completed year of quasi-permanent service, such gratuity being payable on the

---

1. Deleted vide F. D. Notification SRO-258 dated 15-5-1980.

basis of the pay admissible to such Government servant in respect of the specified post on the last day of his service ; and

(b) any gratuity to which he is entitled in respect of his service before his appointment to quasi-permanent service.

[1][Provided that in case of continuous quasi-permanent service of 5 years or more a Government servant who may not have been confirmed on any post before the date of his retirement (including retirement on invalid pension) shall be entitled to count the entire period of quasi-permanent service and the continuous temporary service whether on pensionable or [2][temporary] establishment [3][department] (other than non-pensionable establishments mentioned in Art. 177) preceding his quasi-permanency qualifying for pension and he shall be eligible for pensionary benefits as if the entire period of temporary service and the quasi-permanent service were permanent and pensionable.

This shall be deemed to have come into effect from 1-1-1971].

10. Where a Government servant in quasi-permanent service is appointed substantively to a permanent post, the entire period of his quasi-permanent service shall be deemed to be qualifying service like permanent pensionable service for the grant of pension or gratuity as the case may be.

[4]*Government Instructions.*--It shall be the duty of each Head of the Department to conduct an annual review of all temporary posts including quasi-permanent posts in his department which deserve to be made permanent. Such review shall inter alia indicate the reasons for making such posts permanent and also give the financial implications of the proposed permanency. The review shall be made in December every year and forwarded to the Secretary to Government, General Department by 31st of December each year for being processed in order to obtain orders of the Government thereon.

This shall be deemed to have come into force with effect from 1-4-1973.

TERMINAL GRATUITY

[5]11. (a) A temporary Government servant who retires on superannuation or is discharged from service or is declared invalid for further service, shall be eligible for a gratuity at the rate of one-third of a month's pay for each completed year of his service, provided that he had completed not less than five years continuous service at the time of retirement, discharge or invalidment.

---

1. Recast vide F. D. Notification SRO-640 dated 14-9-1972.
2. Recast vide F. D. Notification SRO-319 dated 30-6-1973.
3. Inserted *ibid.*
4. Inserted vide F. D. Notification SRO-193 dated 26-4-1973.
5. Inserted vide F. D. Notification SRO-38 dated 23-1-1976.

(b) In the event of death of a temporary Government servant while in service, his family shall be eligible for a death gratuity on the scale and subject to the conditions specified below :–

(i) If the death takes place after completion of one year's service but before completion of five year's service, a gratuity equal to one month's pay.

(ii) If the death takes place after completion of three year's service but before completion of five years service, a gratuity equal to two month's pay.

(iii) If the death takes place after completion of five years service or more a gratuity equal to three month's pay or the amount of terminal gratuity as calculated under sub-rule (a) whichever is more :

Provided that grant of gratuity under this rule shall be subject to the service rendered by the Government servant concerned being held by the authority competent to appoint him to be satisfactory :

Provided further that no gratuity, shall however be admissible in case where the Government servant concerned resigns his post or is removed or dismissed from service as a disciplinary measure or to any such temporary Government servant, who is re-employed after retirement :

[1]Provided also that a temporary Government servant with twenty or more years of service who retires on superannuation or on his being declared permanently incapacitated for further Government service or who may die while in service shall for purposes of grant of all pensionary benefits be treated as having been a holder of permanent pensionable post in a substantive capacity immediately before his retirement or death as the case may be.

Explanation.–"Pay" for the purpose of determining the amount of terminal or death gratuity under this rule shall include pay on the last day of service, but shall not include special pay, personal pay and other emoluments classed as pay.

Note 1.—Payment of gratuity in such cases shall not debar the beneficiaries of the concerned Government servant from family pension if any, due otherwise.

[2]Note 2.—The provisions of rule 11 (b) above shall apply *mutatis mutandis* to quasi-permanent employees who die while in service before completing 5 years of quasi-permanent service.

---

1. Recast vide F. D. Notification SRO-281 dated 15-4-1986.
2. Inserted vide F. D. Notification SRO-720 dated 20-11-1978.

SCHEDULE X

[Referred to in Article 248-A]

Civil Pension (Commutations) Rules as sanctioned by Finance Department Notification No. 161-F of 1960 dated 8th June, 1960.

SECTION 1–GENERAL

1. (a) These rules may be called the Civil Pension (Commutation) Rules.

(b) These shall come into effect from [1][1st January, 1960].

(c) In these rules the word "Government" means the Government of Jammu and Kashmir.

2. The powers under these rules shall be exercised, in respect of Commutation of Pensions, by the authority empowered to sanction pension under the ordinary rules and delegation orders.

[2]3. Deleted.

4. The commuted value shall ordinarily be spent on one or more of the objects specified below *viz.*–

(i) construction or purchase of a house ;

(ii) liquidation of debt ;

(iii) education of children or dependents ;

(iv) marriage expenses ; and

(v) starting a business enterprise.

[1]5. (a) A Government servant who is entitled to pension from the Consolidated Fund of the State, shall be entitled to receive commutation value of his/her pension subject to the existence of Budget provision to meet the charge from the Consolidated Fund to which his/her pension is debitable.

(b) A Government servant shall ordinarily be allowed to commute half of the ordinary pension payable from the Consolidated Fund of the State subject to a maximum of Rs. 200 per month or Rs. 2,400 per annum provided that the uncommuted residue of pension shall not be less than Rs. 20 p.m. or Rs. 240 per annum provided further that in calculating the amount of pension for the purpose of the foregoing proviso, there may be added to it the uncommuted portion of any other permanent pension(s) payable to the applicant.

---

[1] Recast vide F. D. Notification SRO-204 dated 9-5-1963.

[2] Deleted *ibid*.

[1](bb) A Government servant who has retired from service on or after 31-1-1982 shall ordinarily be allowed to commute 1/3rd of the pension payable to him.

[2]Note.–The condition that pension should not be less than Rs. 20 shall not apply to cases where pension had already been commuted but the same got refixed subsequently under the provisions of Art. 240-A of the Jammu and Kashmir Civil Service Regulations.

6. Ordinarily commutations shall not be allowed of a compassionate allowance granted under Article 170 of the Jammu and Kashmir Civil Service Regulations but the sanctioning authority may sanction commutation of such an allowance if they are satisfied that commutation will be for the permanent benefit of the commuter's family.

7. In cases where anticipatory pension be permitted under Article 292 (a) J&K C.S.R's. administrative authority competent to sanction pension may extend the benefit of commutation of such pension within these rules in consultation with the Accountant General, on the conditions, envisaged in the declaration, under part (i) of Article 292-A ibid to be obtained separately for commutation of "anticipatory" pension. In the case of an anticipatory pension sanctioned to the amount of pension granted as anticipatory pension can for all practical purposes be taken as given, since an anticipatory pension is always sanctioned at an amount less than the amount of pension ordinarily admissible. In case therefor, in which a portion of an anticipatory pension is commuted, commutation value should be paid as soon as the commutation becomes absolute and that reports on the title to the commutation of a portion of an anticipatory pension should be referred to the Administrative Department concerned who will obtain the concurrence of the Finance Department. When submitting reports on the title to commutation of a portion of anticipatory pensions to the Administrative Departments, the reasons for the expected delay in the sanction of final pension should be explained in order to enable them to decide whether the commutation should be sanctioned or not in any particular case. To secure repayment of the commuted value of the part of an anticipatory pension paid in excess, the Audit Officer reporting on the title to commutation should arrange in all cases as they arise to obtain from the pensioner concerned a declaration in the form as per Article 292 (a) J&K C. S. R's. along with his application for commutation.

[3]7-A. No Government servant against whom departmental or judicial proceedings have been instituted before the date of retirement and the pensioner against whom such proceedings are instituted after the date of his retirement, shall be eligible to commute any fraction of his pension during the pendency of such proceedings.

---

1. Inserted vide F. D. Notification SRO-108 dated 30-3-1982.
2. Inserted vide F. D. Notification SRO-57 dated 24-2-1966.
3. Inserted vide F. D. Notification SRO-222 dated 24-10-1994.

[1]*Note*.–The applicant who has clearly indicated his intention to commute the maximum amount of his pension or expressed the amount proposed to be commuted as a fraction or percentage of the full and final pension, within the maximum permissible limit, and is allowed to commute such fraction or percentage of the anticipatory pension sanctioned to him on the earlier occasion, shall neither be required to apply afresh nor to produce a fresh certificate of medical examination for commutation of the difference between the fraction or percentage of the final pension and the anticipatory pension. As the commutation in such cases is payable in two instalments, one out of the anticipatory pension and the other after final assessment of pension, the report from the audit officer will have to be called for in Part II of Form A for commutation of civil pension twice. A fresh sanction of the administrative authority for the difference of the commuted value *i. e.* the maximum value accrued minus value commuted provisionally shall be necessary. This will also apply to cases where the pension finally sanctioned to a retired Government servant is subsequently revised retrospectively.

In case the intention to commute the maximum amount is not expressed in the earlier application, a Government servant desiring to commute a further portion of his pension on finalisation of the amount of his pension shall be allowed the same subject to examination by Medical Board. The date on which the Medical Board signs the medical report shall be the date of effect for the difference of the amount of the portion of pension to be commuted for which medical examination is conducted.

8. A commutation once applied for, sanctioned and given effect to, cannot be rescind *i. e.* the portion of a pension commuted cannot be restored on refund of its capitalised value. The Head of the Department or other officer will scrutinize the application, and in particular will see that commutation will be to the distinct and permanent advantage of the pensioner or his family, and that the residue of pension which will be left over after commutation plus income from other sources, will be sufficient to maintain the pensioner and his family in accordance with his status in life after retirement, due regard being had to the manner in which the amount realised on commutation will be applied. The forwarding authority is further required to make recommendations as regards the extent and the purpose for which commutation is desired.

For this purpose the sanctioning authority should obtain a report in the following form from the Head of the Department or the Head of the Office under whom he was employed before retirement :–

"I am satisfied that the residue of pension, which will be left after commutation, plus income from other sources, is sufficient to maintain the pensioner in accordance with his status in life in retirement."

9. If the applicant makes any statement, found to be false within his knowledge, or wilfully suppresses any material fact in answer to any question written or oral, put to him in connection with his medical examination, the sanctioning authority may cancel the sanction at any time before payment is actually made, and such a statement or suppression may be treated as grave misconduct for the purpose of Article 168 J & K C. S. R's.

---

1. Inserted vide F. D Notification SRO-327 dated 12-6-1978.

10. The lump sum payable shall be calculated in accordance with the appended table of present values. In the event of table of present value applicable to an application having been modified between the date of administrative sanction to commutation and the date on which commutation is due to become absolute, payment shall be made in accordance with modified table, but it is open to the applicant, if the modified table is less favourable to him than that previously in force to withdraw his application by notice in writing, despatched within 14 days of the date on which he receives notice of modification.

11. In the case of a pensioner who is re-employed in Government service and who commutes a portion of his pension before or after such re-employment his pension, for the purposes of the rules in Chapter XX of the J & K C. S. R's. shall be taken at the full amount which he might have drawn if he had not commuted a portion of it.

12. A pensioner suffering from any of the diseases enumerated below which are considered to be so dangerous to life that they may prove fatal at any time is ineligible for commutation viz.–

(i) Aneurysm (ii) Tuberculosis of lungs (iii) Diabetes (iv) High blood pressure over 200 systolic (v) High blood pressure over 160 systolic with Albuminuria (vi) Un-compensated Cardiac Disease (vii) Pernicious Anemia (viii) Leukaemia (ix) Angina Pectorix (x) Apoplexy (xi) Ascites (xii) Beri Beri (xiii) After operation for cancer (xiv) Mitral Stenosis (xv) Insanity.

13. An application for commutation of pension in Form A, Part I, together with a signed declaration in Form C, Part I shall be addressed to the authority competent to sanction ordinary pension through the Head of Office in which he/she is or was employed immediately before retirement, or, if he/she is or was himself/herself the Head of the Office, through the Head of his/her Department if the applicant is still in service or has retired, but his/her pension has not yet been sanctioned. In other cases or where the pension is already sanctioned the application will be made direct to that authority in both the cases, the application will be transmitted forthwith to the Audit Officer, who reports title on the applicant's pension.

SECTION II–SUBMISSION OF APPLICATIONS

14. The applicant must give full information regarding his financial position, the need for commutation and the advantage that he expects to derive therefrom.

15. Particular care should be taken in order to avoid delay, that the class of pension invalid, superannuation, retiring or compensation and the

correct amount are given in the preamble on Form A and that all the other information required is supplied correctly. The form of application commutation of pension (Forms A, B and C) will be furnished to a pensioner on request by the Treasury Officer who pays his/her pension and in the case of a pensioner drawing his/her pension through an agency other than a State Treasury by the Accountant General. No extra copies of the Forms will be supplied to pensioners. A Government servant applying for commutation of pension before actual date of his/her retirement will obtain the form for application from the Treasury through his/her Drawing Officer.

16. In the case of a pensioner whose age for the purpose of commutation is directed by the Medical Authority to be taken as greater than actual age, a request for permission to reduce the amount for commutation within the period prescribed in these rules should be considered as tantamount to a withdrawal of application, such as a request should accordingly be treated as new application.

SECTION III–REPORTS BY THE ACCOUNTS OFFICER

17. In cases where pension has not been reported upon by the Accountant General, the application for commutation should be submitted after the report has been obtained in advance from the Accountant General about the admissibility of the amount of the pension in advance. For this purpose verifications should be secured six months earlier than the date of retirement. The Accountant General will, while verifying service fix the amount of pension (Provisional), subject to the continuance of the applicant uninterruptedly in service till the date of his retirement from service.

18. In order to avoid delay and to save the pensioner from loss Accountant General should issue a report on the commutation of pension in advance of the formal report on the title to pension, in cases in which the report on the title to pension is not likely to be issued in sufficient time to permit of arrangements being carried through before the applicant's next birthday. Provided, that the portion of the pension to be commuted is clearly well below one-half of the approximate amount of the total pension likely to be sanctioned and the uncommuted residue of the likely pension is also well above the limits prescribed in these rules. If in such a case, the commutation becomes absolute before the pension is formally sanctioned, the payment of commutation money should not be authorised until the formal sanction of the pension is received, but intimation of the possibility of loss because of delay in the sanction to pension should be sent to the pensioner when reporting on the claims to commutation. This relates to the position which may exist when no pension has been sanctioned, *i. e.*, it contemplates that no commutation of a pension will be paid until the pension itself is sanctioned.

SECTION IV-A–ADMINISTRATIVE SANCTION, ITS LAPSE OR WITHDRAWAL OF APPLICATION.

19. On receipt of an application for commutation, the sanctioning authority, shall transmit to the applicant a copy of the Accountant General's certificate of the lump sum payable on commutation (in the event of his being reported by the Medical Authority to be fit for commutation) and shall at the same time instruct him to appear before the said Medical Authority within 3 months from the date of the order, or if he has applied for commutation in advance of the date of retirement, within 3 months from that date, but in no case earlier than the date of retirement. This intimation shall constitute his Administrative sanction to commutation, but shall lapse if the medical examination does not take place within the period prescribed in the sanctioning order. If the applicant does not appear for examination before the Medical Authority within the prescribed period, the sanctioning authority may at his discretion extend it for a further period of 3 months without obtaining a fresh application for commutation. The applicant can, however, withdraw his/her application for commutation by a written notice despatched at any time before the medical examination is due to take place and this option will lapse as and when the applicant appears for examination before a Medical Authority, provided that if the Medical Authority directs that his/her age for the purpose of commutation shall be assumed to be greater than his/her actual age, the applicant may withdraw his/her application by written notice despatched within 2 weeks from the date, on which he/she received intimation of the revised sum payable on commutation, or if this sum is already stated in the sanctioning order (within two weeks from the date on which he/she receive intimation of the finding of the Medical Authority). If the applicant does not withdraw in writing his/her application within the period of two weeks prescribed above he/she shall be assumed to have accepted the sum offered.

[1]Note 1.—The commutation of pension shall become absolute :–

(a) In the case of an applicant who is in receipt of superannuation/retiring/compensation pension or a pension on absorption in a corporate body etc. and desires to commute a fraction of that pension any time after the date following the date of retirement but before the expiry of one year from the date of retirement–on the date on which the application on prescribed form is received by the Head of Office ;

(b) In the case of a Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorised at the time of issue of PPO provided application for the same is made by him not latter than three months before the date of superannuation–on the date following the date of retirement ;

(c) In the case of an applicant who is eligible to commute portion of his pension after medical examination–on the date on which the Medical Authority signs the medical report.

---

1. Recast vide SRO-106 dated 15-3-1990.

Provided that :–

(i) In the case of an applicant who is drawing his pension from treasury, the reduction in the amount of pension on account of commutation shall be operative from the date of receipt of the commuted value of pension or at the end of three months after issue of authority by the Accountant General for the payment of commuted value of pension whichever is earlier ; and

(ii) In the case of an applicant who is drawing pension from a branch of J&K Bank, the reduction in the amount of pension on account of commutation shall be operative from the date on which the commuted value of pension is credited by the Bank to the applicant's account to which pension is being credited ;

(iii) In the case of an applicant [referred to in (b) above] in whose case the commuted value of pension becomes payable on the day following the date of his retirement, the reduction in the amount of pension on account of commutation shall be operative from its inception. Where, however, payment of commuted value of pension could not be made within the first month after the date of retirement, the difference of monthly pension for the period between the day following the date of retirement and the date preceding the date on which the commuted value of pension is deemed to have been paid shall be authorised by the Accountant General.

[1]Note 2.–The provisions of Note I above will apply mutatis mutandis in respect of retirements on voluntary basis under Article 230, or premature retirement under Article 226(2) or retirement on compensation pension in terms of Article 207. Persons retiring on invalid pension cannot claim the application of the provisions of Note 1 above in their case.

[2]Note 3.–A Government servant who is granted extension in service after he attains the age of 55 years will also be eligible if he applies within one year of expiry of the extension to commute a portion of his pension without medical examination subject to the condition laid down in the Rules *ibid.*

[3]20. (1) For the purpose of these rules the Medical Authority shall be a Medical Board, where an applicant for commutation of pension :–

(a) seeks commutation of invalid pension, or

(b) seeks commutation of pension other than invalid pension but the amount of pension to be commuted together with the amount or amounts previously commuted exceeds rupees one hundred per month, or

(c) has been refused commutation on medical grounds or if he having once declined to accept commutation on the basis of addition of years to his actual age recommended by the Medical Authority applied for a second medical examination in accordance with the provisions of Rules 26 and 27 ibid.

(2) In any other cases not covered by sub-rule (1) above the Medical Authority shall be a Medical Officer not lower in status than that of a Chief Medical Officer.

Note 1.–The Medical Board for purposes of these rules will constitute at the Headquarters of 3 Members comprising the Superintendent of the Sadar Hospital, a Physician or a Surgeon

---

1. Inserted vide F. D. Notification SRO-392 dated 14-7-1977.
2. Inserted vide SRO-357 dated 10-8-1981.
3. Recast vide SRO-473 dated 30-11-1989.

Specialist and one more Medical Officer not lower in rank than an Assistant Surgeon Grade I, and in the Districts the D. M. O. (Civil Surgeon) and two Assistants, one of them not below the rank of an Assistant Surgeon Grade I. This rule may be relaxed in the Ladakh District in respect of pensions covered by sub-clause (iii) above, if the circumstances justify it in any special case, when the report of the Medical Officer may be accepted subject to review by the Director Health Services.

Note 2.—If in the opinion of the Medical Authority prescribed in the above rule, some special examination or test is necessary, which it is not in a position to carry out itself, it may require the applicant to undergo such examination at his own expense. No refund of such expenditure will be given by the Government in any circumstances even where commutation is refused subsequently.

20-A. The order sanctioning commutation shall be communicated to the pensioner through the usual channel, and shall specify :–

(i) the amount of the present value of the commuted portion of the pension ;

(ii) the date with effect from which commutation is sanctioned ; and

(iii) the period within which the pensioner may, if he so desires withdraw his application by written notice to the Government through the sanctioning authority.

Note.—The lump sum payable on commutation shall be paid at the treasury at which the pension is drawn.

21. The authority to sanction commutation shall accord his administrative sanction in Part III of Form 'A'.

Note.—In a case where the pensioner's age for the purpose of commutation has been loaded for more than five years the copy of the medical report by Medical Authority or the intimation by the Audit Officer of the revised sum payable on commutation should, if it has to be sent to the applicant by post, be invariably sent registered post with acknowledgement due to the Accountant General.

SECTION IV-B–INTIMATION TO THE APPLICANT AND THE MEDICAL AUTHORITY

22. The sanctioning authority should then transmit to the applicant on Form 'B' a certified copy of the Accountant General's certificate contained in Part II of Form 'A' and one copy of Form 'C' part of which is to be filled in by the applicant before his/her medical examination and handed over to the Medical Authority, and forwarded to Director of Health Services or Deputy Director, of the province with administrative power, if any, in original the completed Form 'A' together with the copy of Form 'C' and an extra copy of Part III of that Form, if the applicant has been granted an invalid pension, copies of previous medical report or statement of his case.

SECTION IV-C–MEDICAL EXAMINATIONS

23. A medical certificate should normally be deemed to be valid for three months only. If, in any individual case, the final orders of the competent authority, sanctioning the commutation, do not issue within three months of the

date of the medical examination of the pensioner, a fresh medical certificate may be required.

24. The Director Health Services or the Deputy Director of the province with administrative powers, if any, should arrange for the medical examination of the applicant by the Medical Authority concerned, as early as possible, within the period prescribed and inform the applicant direct. The Forms and other documents should be transmitted by him to the examining Medical Authority.

25. The Medical Authority after obtaining from the applicant a statement in Part I of Form 'C' given above, shall subject him/her to a strict examination, enter the results in Part II of Form 'C' given below and record its opinion as to the accuracy with which the pensioner has answered the questions prescribed in Part I regarding his/her medical history and the habits. Lastly, it shall complete the certificate in Part III of Form 'C' already given above.

26. In the case of an applicant who has been or is about to be granted an invalid pension, the grounds of invalidity or the statement of the medical case shall be duly considered by the certifying Medical Authority before the certificate in Part III of Form 'C' is signed.

27. The applicant except in the case of Government servants in the inferior service shall pay a fee of Rs. 2 into the treasury and will show the treasury receipt to the Medical Authority at the time of his medical examination.

28. The ultimate Medical Authority shall without delay forward the completed Forms A and C in original to the Accountant General who gave the certificate contained in Part II of Form A, a certified copy of the completed Form C to the sanctioning authority and certified copy of Part III of Form C to the applicant, as expeditiously as possible.

29. A pensioner who has once been rejected as not a fit subject for commutation or who has once declined to accept commutation on the basis of an addition of years to his/her actual age recommended by the Medical Authority, may be permitted to present himself/herself subsequently at his/her own expense for a second medical examination with a view to the revision of the original finding. Provided that–

(i) an interval of not less than a year must have elapsed between the date of the first medical examination and that of the second ;

(ii) second examination must invariably be made by a Medical Board ; and

(iii) the Medical Authority examining the pensioner in addition to documentary evidence to show that there has been an interval of not less than a year must be supplied with a copy of the report of the Medical Authority which made the previous examination.

30. A fresh medical certificate shall be required on the occasion of each commutation irrespective of the period intervening between the date of the last examination in connection with any previous application and the date of the subsequent application for commutation.

[1]Note.–Notwithstanding with the provisions contained in rules 22 to 30 above the cases of commutation of pension pertaining to employees belonging to cities of Jammu and Srinagar will be forwarded to the Adviser Medical Education and in respect of other places these will be forwarded to the Director Health Services.

SECTION IV-D–COMMUTATION TO BECOME ABSOLUTE

[2]31. Deleted.

[3]32. Subject to the provisions contained in Rule 9 and to the withdrawal of an application as laid down in Rule 19 of these rules, the pensioner shall become entitled to receive the commuted value, on the date on which the Medical Board or authority signs the Medical certificate. Payment of the commuted value shall be made as expeditiously as possible, but in the case of an impaired life, no payment shall be made until either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn, has expired. The reduction in the amount expired of pension on account of commutation shall become operative from the date of receipt of the commuted value of the pension by the pensioner or three months after the issue of the authority asking the pensioner to collect the commuted value of pension by the Accountant General whichever is earlier. This date will be entered in both halves of the pension payment order by the Treasury Officer under intimation to the Accountant General.

SECTION V–PAYMENT OF COMMUTED VALUE.

33. The Accountant General on receipt of the complete Forms 'A' and 'C' mentioned above, shall subject to provisions of Rule 32 arrange forthwith for the payment of the appropriate commutation value and for the corresponding reduction in pension if necessary. He shall also forward to the disbursing officer Form 'C' containing the signature or thumb and finger impressions taken in the presence of the Medical Authority with instructions that they should be verified with those received with the pension payment order.

[4]33-A. A Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorised at the time of issue of the pension payment order, shall be eligible to apply for commutation

---

1. Inserted vide F. D. Notification SRO-346 dated 12-7-1973.
2. Deleted vide F. D. Notification SRO-204 dated 9-5-1963.
3. Recast *ibid.*
4. Inserted vide SRO-514 dated 8-8-1986.

of a portion of pension along with pension papers prior to the date of retirement provided :–

(a) the Government servant retires on superannuation pension only ;

(b) the application is submitted to the Head of Office in the prescribed form (F) so as to reach the Head of Office not later than three months before the date of superannuation ;

(c) no such application is entertained if the period is less than three months from the date of superannuation of the Government servant ; and

(d) the Government shall have no liability for the payment of the commuted value of pension if the Government servant dies before the date of superannuation or forfeits claim to pension before such retirement.

The Accountant General on receipt of the "Form" from the Head of Office shall make necessary verification of the information furnished by the retiring Government servant and shall issue necessary authorisation to the Head of Office. The Head of Office, after receipt of necessary authorisation from the Accountant General shall draw the bill on account of commuted value of pension from the treasury and draft subscribed "Not payable before____________________(date following the date of retirement)" handed over to the pensioner.

[1]33-B. Additional pension if any becoming due to a Government servant, who retires on or after 1-4-1987, as a result of the revision of pension formula with effect from 1-4-1987 shall also qualify for commutation. Such pensioners can commute up to 1/3rd of additional pension (difference) if they so desire.

This benefit shall not be available to pre 1-4-1987 pensioners.

[2]34. (i) An applicant shall make a nomination in Form 'E' conferring to one or more persons the right to receive the commuted value of pension in the event of his death before receiving the commuted value on or after the date on which the commutation becomes absolute.

(ii) If there is no such nomination, or if the nomination made does not subsist, the commuted value shall be paid to the family in the manner indicated in the pension rules in respect of payment of death-cum-retirement gratuity.

(iii) If in any case the commuted value cannot be paid in the manner indicated above, the same shall be paid to his heirs.

---

[1] Inserted vide SRO-129 dated 5-4-1988.

[2] Recast vide SRO-505 dated 10-12-1985.

35. The incidence of commutation payment will in all cases follow that of the pension and the commuted amount must be made payable at the treasury at which the pension is being or is to be drawn, a note being kept in the pension payment order accordingly.

36. All sanctions to the commutation of a pension, are subject to the usual rule that the expenditure can be met from sanctioned Budget grant.

[1]SECTION VI–RESTORATION OF COMMUTED VALUE.

[2]37. State Civil Pensioners who have commuted a portion of their pension and on 1-4-1985 or thereafter have completed or will complete 15 years from their respective dates of commutation will have their commuted portion of pension restored.

This shall be deemed to have been all along in the said rules (viz., from the date of issue of SRO-473 dated 25-9-1987).

38. Each pensioner who is eligible under Rule 37 of these rules shall apply in prescribed proforma (Form G) duly completed to the pension disbursing authority/bank who will restore the commuted portion of pension if the commuted amount has been mentioned in the PPO and will pay arrears, if any.

39. In cases where the pensioner had completed 15 years from the date of retirement on 1-4-1985 or thereafter and had died subsequently his/her legal heir(s) is/are also entitled to receive the arrears with effect from 1-4-1985 (or from the date of completion of 15 years from the date of Commutation whichever is later), till the date of pensioner's death. For this purpose the legal heir(s) may also apply to the pension disbursing authority etc.

40. In cases where the PPO does not contain information regarding the commuted poriton, pension disbursing authority will obtain information from the Accountant General concerned.

41. The pension disbursing authority/banks etc. will intimate to the Accountant General who issued the PPO, the full particulars of each pension case along with pension restored for verifying the correctness.

42. The State Government employees who got themselves absorbed under Central/State Public Sector Undertakings/Autonomous bodies shall not be entitled to any benefit under these rules as they cease to be State Government pensioner.

---

1. Inserted vide SRO-473 dated 25-9-1987.
2. Recast vide SRO-376 dated 21-9-1989.

FORM A

(Form of Application for Commutation of Pension)

I____________________________________desire to commute a portion of my____________________pension of Rs.____________________a month. I intend to utilize the commuted value on the subject specified on the reverse, and I am convinced that the commutation will be to the distinct and I permanent advantage of myself and my family. I also certify that I have carefully answered each and all of the questions below :--

Date________________ Signature____________________

Place________________ Designation__________________

Address____________________

Questions	Answer
1. What is your date of birth ?	
2. (a) How much of your pension do you wish to commute ?	
(b) Without prejudice to the discretion of the sanctioning authority, from what date approximately do you wish this commutation to have effect ?	
(c) Have you already commuted a portion of your pension ? If so, give full particulars.	
(d) Has any application from you for commutation of pension ever been rejected ? Or have you ever accepted / declined to accept commutation of pension on the basis of an addition of years to your actual age recommended by the Medical Authority ? If so, give particulars.	

FORM A--*(Continued)*

3. Have you any debts or liabilities ? Give particulars.

4. Have you a wife ? Detail the members of your family dependent on you with their respective ages.

5. What was your monthly income from all sources during the past year ? Give particulars.

6. Do you suffer from any complaint likely to shorten life ? If so, state its nature.

7. (a) What is the number of your pension payment order ?

   (b) Name the treasury from which you draw your pension or propose to draw your pension and commutation money.

At what station (near the area in which you are ordinary resident) would you prefer your medical examination to take place ?

Date______________ Signature________________

Place______________

For use in cases of applicant's still in service or whose pension has not been sanctioned.

Forwarded for report to the Accountant General, Srinagar.

Place______________ Signature________________

Date______________ Designation______________

Note.--The class of pension (Superannuation/Retiring/Invalid/ Compensatory) should be stated and if the amount is not known a suitable modification should be made in the form.

REVERSE OF FORM "A"

PART I

Statement of object or objects on which the commuted value will be pent.

Note.--The applicant must give full information of his financial position, the need r commutation, and the advantage to be derived therefrom. If, for example, he proposed purchase or build a house he should state the rent he pays for a hired buildings, whether e has secured a site or negotiated for a building, etc. Debts must be detailed with the mount and rate of interest against each, and the applicant must explain to what extent ommutation means a saving in charge on interest and the like. Where 'a business nterprise is the object, it is necessary to state capital outlay, working expenses the rospect of business in the locality, profits anticipated and so on.

FORM A--*(Continued)*

Object	Estimate of cost with full details
1. Construction or purchase of a house...............	
2. Liquidation of debt..	
3. Education of children or dependents................	
4. Marriage expenses..	
5. Starting a business enterprise............................	

Place..................................

Date.................................... Signature...................................

PART II

Forwarded to

(here enter the designation and address of the sanctioning authority).

2. Subject to the Medical Authority's recommending commutation, the lump sum payable will be as stated below :--

Sum payable, if the commutation becomes absolute before the applicant's birthday, which falls on.	(a) On the basis of normal age i. e......................year Rs.............. (b) On the basis of normal age plus......... 1 year, i.e.......... year Rs................... (c) On the basis of normal age plus 2 years, i. e............years Rs........... [1](d) Deleted. [1](e) Deleted. [1](f) Deleted.
Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but. one.	(a) On the basis of normal age i. e......................years Rs.............. (b) On the basis of normal age plus 1 year, i. e............year Rs.......... c) On the basis of normal age plus 2 years, i. e............years Rs...........

---

1. Deleted vide SRO-567 dated 30-11-1971.

FORM A--*(Concluded)*

PART II--*(Concluded)*

3. The sum payable will be charged on General Revenues.

Station________________ Signature and Designation of Accounts Officer.

Date______________

Administrative sanction of____________________________________ is accorded to the above commutation. A certified copy of paragraph 2 of Part II of the Form has been forwarded to the applicant in Form B.

Place________________ Signature____________________

Date______________ Designation__________________

*Forwarded to ____(here enter the designation and address of the Medical Authority).

______________________________in original on____________with the request that he will arrange for the Medical examination of the applicant by the proper Medical Authority as early as possible within three months from the____

(here enter the date)

but not earlier than the __________________________________and inform

(here enter the date of retirement)

the applicant direct in sufficient time where and when he should appear for the examination.

**The next birthday of the applicant falls on__________________________ and his Medical examination may be arranged before the date but within the period prescribed in the sanctioning order.

Signature and Designation of the Sanctioning Authority.

---

*With one copy of Form 'C' and an extra copy of Part III of that Form.

**To be struck out when the next birthday falls beyond the prescribed date.

FORM B

COMMUTATION OF CIVIL PENSIONS

PART I

Subject to the Medical Authority's recommending commutation, and the conditions prescribed in Part II of this Form, the capitalised value of Rs.__________out of the monthly pension of Rs.______________will be payable as stated below :--

Sum payable, if the commutation becomes absolute before the applicant's next birthday, which falls on.	(a) On the basis of normal age i. e.__________years Rs.______ (b) On the basis of normal age plus 1 year, i.e.________year Rs.__________ (c) On the basis of normal age plus 2 years, i. e.__________years Rs.__________ (d) On the basis of normal age plus 3 years, i. e.__________years Rs.__________ (e) On the basis of normal age plus 4 years, i. e.__________years Rs.__________ (f) On the basis of normal age plus 5 years, i. e.__________years Rs.__________
Sum payable, if the commutation becomes absolute after the applicant's next birthday, before his next birthday but one.	(a) On the basis of normal age i. e.__________years Rs.______ (b) On the basis of normal age plus 1 year, i.e.________years Rs.__________ (c) On the basis of normal age plus 2 years, i. e.__________years Rs.__________

(d) On the basis of normal age plus 3 years, i. e.__________years Rs.__________

(e) On the basis of normal age plus 4 years, i. e.__________years Rs.__________

(f) On the basis of normal age plus 5 years, i. e.__________years Rs.__________

Station__________ Signed__________

Dated__________

Signature and Designation of Accounts Officer.

FORM B--*(Concluded)*

PART II

The commutation for lump payment of the pension of__________ is administratively sanctioned on the basis of the report of the Accounts Officer contained in Part I above. The table of present values, on the basis of which the calculation in the Account Officer's report have been made is subject to alteration at any time without notice, and consequently they are liable to revision before payment is made. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute, or, if the Medical Authority directs that years shall be added to that age to the consequent assumed age.

The__________

(here enter the designation and address of the Medical Authority)

____

has been requested to arrange for medical examination and inform Shri__________direct where and when he should appear for the examination. He should bring with him the enclosed Form "C" with the particulars required in Part I Completed, except for the signature.

Station__________ Signature__________

Date__________ Designation__________

(of the Sanctioning Authority)

____

____

(the name and address of the applicant).

[1]FORM C

Commutation of Civil Pension.

Medical examination by the ________________

PART I

Statement by the applicant for commutation of a portion of his pension.

The applicant must complete this statement prior to his examination by the____
(here enter the Medical Authority)

must sign the declaration appended hereto in the presence of that authority.

1. State your name in full________________________________
(in Block letters).
2. Place of birth____________________________________
3. Age and date of birth____________________________
4. Furnish the following particulars concerning your family :--

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living their ages and state of health	Number of brothers dead their ages and cause of death
1	2	3	4

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living their ages and state of health	Number of sisters dead their ages and cause of death
5	6	7	8

---

1. Recast vide F. D. Notification SRO-569 dated 23-10-1980.

5. Have you ever been examined :--

   (a) For life Insurance or/and.

   (b) By any Government Medical Officer or State Medical Board Civil or Military if so, state details and with what results ?

6. Have you ever been granted leave on medical certificate in the previous five years ? If so, state periods of leave and nature of illness.

7. Have you ever :--

   (a) had small pox, intermittent or any other fever enlargement, or suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, insanity, or other disease of the ear, syphilis, gonorrhea or

   (b) had any other disease or injury which required confinement to bed or medical or surgical treatment or

   (c) undergone any surgical operation or

   (d) suffered from any illness, wound or injury sustained while on active service with forces during war.

8. Have you Hernia ?

9. Have you varicocele, various venis or piles?

10. Is your vision in each eye good ?

11. Is your hearing in each ear good ?

12. Have you any congenital or acquired malformation defect or deformity ?

13. Is there any further matter concerning your health not covered by the above questions

such as presence of albumen or sugar in the urine marked increase or decrease in your weight in the last three years or being under treatment of any doctor within the last three months and the nature of illness for which such treatment was taken.

Declaration by applicant____________________________________

(To be signed in presence of the Medical Authority).

I declare all the above answers to be the best of my belief, true and correct.

I wilfully reveal to the Medical Authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of loosing the commutation I have applied for and of having my pension withheld or withdrawn under service Rules.

Applicant's Signature

Signed in presence of____________
Signature and Designation of
Medical Authority.

PART II

(To be filled in by the Examining Medical Authority)

1. Apparent age.
2. Height.
3. Weight.
4. Pulse rate.
    (a) Sitting.
    (b) Standing.
    What is character of pulse ?
5. Blood Pressure :--
    (a) Systolic.
    (b) Diastolic.

6. Is there any evidence of disease of the main organs :--

   (a) Heart.

   (b) Lungs.

   (c) Liver.

   (d) Spleen.

   (e) Kidney.

7. Investigations :--

   (a) Urine.

   (b) X-Ray Chest.

   (c) Blood.

   (d) E. C. G.

8. Has the applicant a hernia ? If so, state the kind and if reducible.

9. Describe any scars or identifying marks.

10. Any additional information.

Dated

Signature and Designation of
Examining Medical Authority.

PART III

I/We have carefully examined______________________________and am/are
(Name of applicant)
of opinion that :

Either he is/is not in good bodily health and has the prospect of an average duration of life____________________________________or (in the case of an impaired life is not a fit subject for commutation/is yet considered a fit subject for commutation) as____
(Name of applicant)

is suffering from___________________his age for the purpose of commutation i.e. his age next birthday should be taken to be______________________years more than his actual age.

____

Signature and Designation
of Examining Authority/
Medical Authority.

State_________________

Dated________________

Countersigned (in case where rules_________ ___________applies).

____

____

(Signature and Designation
of countersigning Authority).

____

Reviewing Medical Authority.

Note.--In the case of an impaired life, if the pensioner desires after Medical examination to accord his acceptance of the reduced commutation value without waiting for an intimation of the revised commuted value from the Accounts Officer he may intimate to that Officer an unconditional acceptance which will be treated as final and irrevocable.

[1]FORM C--*(Concluded)*

Age next birthday	Commutation value expressed as a number of year's purchase	Age next birthday	Commutation value expressed as a number of year's purchase
1	2	3	4
17	19.28	52	12.66
18	19.20	53	12.35
19	19.11	54	12.05
20	19.01	55	11.73
21	18.91	56	11.42
22	18.81	57	11.10
23	18.70	58	10.78
24	18.59	59	10.46
25	18.47	60	10.13
26	18.34	61	9.81
27	18.21	62	9.48
28	18.07	63	9.15
29	17.93	64	8.82
30	17.78	65	8,50
31	17.62	66	8.17
32	17.46	67	7.85
33	17.29	68	7.53
34	17.11	69	7.22
35	16.92	70	6.91
36	16.72	71	6.60
37	16.52	72	6.30
38	16.31	73	6.01
39	16.09	74	5.72
40	15.87	75	5.44
41	15.64	76	5.17
42	15.40	77	4.90
43	15.15	78	4.65
44	14.90	79	4.40
45	14.64	80	4.17
46	14.37	81	3.94
47	14.10	82	3.72
48	13.82	83	3.52
49	13.54	84	3.32
50	13.25	85	3.13
51	12.95		

Note.--This table is based on a rate of interest of 4.75% per annum and shall be effective prospectively.

---

[1] Recast vide F. D. Notification SRO-221 dated 24-10-1994 and this table based on a rate of interest on 4.75% p.a. and shall be effective prospectively.

[1]FORM 'D'

Form of application for commutation of pension without Medical examination.

To
The Pension sanctioning authority
(through Head of Office where from
the pensioner retired).

Space for
Photograph

Subject :--Commutation of pension without Medical Examination.

Sir,

I furnish below the relevant particulars and request that I may be permitted to commute a part of my pension as indicated below [1][An attested copy of my Photograph is pasted on this application____________________an unattested copy is enclosed].

1. Name in block letters.
2. Date of Birth.
3. Date of superannuation on attaining the age of 58 years.
4. Designation of the post held at the time of superannuation and the name of Department/Office.
5. Amount of pension sanctioned and whether it is provisional or final.
6. Class of Pension.
7. Name of Treasury or Bank and Account Number from which pension is being drawn.
8. Name of the Treasury or Bank through which the commuted value is desired to be paid.
9. Number and date of P.P.O.
10. Amount (in whole Rupees) or percentage of pension proposed to be commuted.
11. Particulars of any application for commutation of pension made previously and whether appeared before any medical authority or not.

Date :

Signature,
Full postal address.

---

[1] Inserted vide SRO-327 dated 12-6-1978.

[1]PART II

Forwarded to the Accountant General for authorising payment of com-
uted value to____________________as may be due and admissible
(Pensioner)

nder rules.

lace   Signature of Head of Office.

ated

PART III

cknowledgement.

Received from Shri____________________________________
etired__________________________________an application for
(Designation)
ommutation of pension without medical examination.

ated   Signature, name and address
of Head of Office.

This acknowledgement is to be signed, stamped and dated and is to be etached from the form and handed over to the applicant. If the form is eceived by post it has to be acknowledged on the same day and sent under egistered cover to the applicant.

---

[1] Recast vide SRO-38 dated 6-2-1982.

[1]FORM ‘E’

Form for making nomination (referred to in rule 34).

To

____

(Head of Office)

____

Sir,

I______________________________________hereby nominate the
(Name of the Pensioner in block letters)
person named below, under rule 34 of the Schedule X of Jammu and Kashmir Civil Service Regulations Vol. II to receive the commuted value of pension.

		If nominee is minor	
Name and address of the nominee.	Relationship with pensioner.	Date of birth.	Name and address of person who may receive the said commuted value during the nominee's minority.
1	2	3	4

Name and address of other nominees in case the nominee under Col. 1 above predeceases the pensioner	Relationship with pensioner	Date of birth if the nominee is minor
	5	6 7

Name and address of person who may receive the commuted value of pension during the nominee's minority.	Contingency on happening of which nomination shall become invalid.
8	9

Place__________________

Date__________________

Signature (or thumb impression if illiterate) and name of pensioner.

Witness :
Signature________________
Name________________
Address________________

Address :

Signature of Head of Office
Stamp.

(Acknowledgement to be sent by the Head of Office).

Certified that the nomination has been received from____________ (name of pensioner) whose address is______________.

Place______________

Dated______________

Signature of Head of Office.
Full Address.

---

1. Inserted vide SRO-505 dated 10-12-1985.

[1]FORM 'F'

(Referred to Rule 33-A)

Form of application for commutation of a fraction of superannuation pension without Medical Examination when applicant desires that the payment of the commuted value should be authorised through the Pension Payment Order.

(To be submitted in duplicate at least three months before the date of retirement).

PART I

The________________________
(indicate the designation and full address of Head of Office).
____

Space for Photograph

Subject.—Commutation of Pension without Medical Examination.

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Civil Pension Commutation Rules (Referred to Rule 33-A). The necessary particulars are furnished below :—

1. Name in block letters ________________________
2. Father's name (and also husband's name in case of female Govt. servant) ________________________
3. Designation ________________________
4. Name of Office/Department in which employed. ________________________
5. Date of birth (By Christian era) ________________________
6. Date of retirement on superannuation on the expiry of extension in service ________________________
7. Fraction of superannuation pension proposed to be commuted. ________________________

---

[1] Inserted vide SRO-514 dated 8-8-1986.

8. Disbursing authority from which pension is to be drawn after retirement.

   (a) Treasury/Sub-Treasury ________________

   (b) Branch of the J&K Bank and Bank Account No. if pension is drawn from the Bank each month ________________

Signature________________

Present Postal Address________

Place :

Dated :

Postal address after retirement

Note.—The payment of commuted value of pension shall be made through the discharging authority from which pension is to be drawn after retirement. It is not open to a applicant to draw the commuted value of pension from a disbursing authority other than the disbursing authority from which pension is to be drawn.

The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of the one-third thereof) which he/she desires to commute and not the amount in rupees.

PART II

(Acknowledgement)

Received from Shri/Smt./Kumari________________________________
(Name)
__________________________application in Part I of Form for commutation of
(Designation)
a fraction of pension without medical examination.

Place : Signature________________

Date : Head of Office.

Note.—If the application has been received by the Head of Office before the expiry of three months before the date of retirement on superannuation, this acknowledgement should be detached from the Form and handed over to the applicant. If the Form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

PART III

Forwarded to the Accountant General________________________with the remarks that :—

(i) the particulars furnished by the applicant in Part I have been verified and are correct ;

(ii) the applicant is eligible to get a fraction of his pension commuted without medical examination ;

(iii) the commuted value of pension determined with reference to Table applicable at present comes to Rs.______________ ; and

(iv) the amount of residuary pension after commutation will be Rs.__________________.

2. The pension papers of the applicant completed in all respects were forwarded under this Department/Office letter No.__________________ Dated__________________. It is requested that the payment of commuted value of pension may be authorised through the Pension Payment Order which may be issued one month before the retirement of the applicant.

3. The receipt of Part I of this Form has been acknowledged in Part II which has been forwarded separately to the applicant on_______________.

4. The commuted value of pension is debitable to Head of Account_________________.

Place :

Dated :

Signature

Head of Office.

FORM G

(Form for restoration of commuted portion of pension)

(Referred to Rule 37-42 of Schedule X).

To

____

____

Subject :—Restoration of commuted portion of pension after 15 years.

Sir,

Kindly restore my commuted portion of pension in terms of SRO-473 dated 25-9-1987.

Requisite particulars are given below :—

1. Name in block letters ________________
2. Date of retirement ________________
3. PPO No. ________________
4. Amount of original pension ________________
5. Amount of commuted pension if any ________________
6. Name of the A.G. viz. authority who issued PPO ________________
7. Name of treasury/sub-treasury/bank/other pension disbursing agency ________________

Dated :

Postal Address

Signature of Pensioner.

Particulars verified.

Signature.

Rubber Stamp of Pension
Disbursing Authority.

SCHEDULE XI

[Referred to in Note 2 to Article 77-A]

Rules for admission in the Accountancy Training School for the various Accountancy Courses and the Examinations thereof.

[Sanctioned under Government Order No. 249 of 1960 dated 24-10-1960, as amended from time to time].

Definitions :—

1. For the purpose of these rules :—

(i) 'Apprentice' is a person who is admitted into any of the Accountancy Classes in the Accountancy Training School for training prior to his appointment as an Accounts Clerk, or an Accountant in any Department, Office or Institution under the Jammu and Kashmir Government.

[1](ii) 'Administrative Department' means the Department in the Civil Secretariat holding the administrative charge of the school.

(iii) 'Government' means the Government of Jammu and Kashmir.

(iv) 'Public Service Commission' means the Public Service Commission of the Jammu and Kashmir Government.

[2](v) 'School' means the Accountancy Training School established by the Government of Jammu and Kashmir.

Note.—The word 'School' wherever occurring in these Rules shall be substituted by the word "Institute".

II. **Training—Examination, etc. :—**

2. The School conducts the following types of Accountancy classes at present :—

[3](i) Treasury Clerks Class.

(ii) Accounts Clerks Class.

(iii) Junior Accountants Class.

(iv) Senior Accountants' Class.

---

[1] Substituted vide F. D. Notification SRO-332 dated 31-7-1964.
[2] Inserted vide F. D. Notification SRO-405 dated 7-10-1967.
[3] Inserted vide F. D. Notification SRO-427 dated 21-12-1964.

3. The training period for the classes mentioned in rule 2 above is as under :—

[1](i) Treasury Clerks	Theoretical Training	...	10 weeks
	Practical Training	...	6 weeks
(ii) Accounts Clerks	Theoretical Training	...	6 months
	[3]Practical Training	...	6 months
(iii) Junior Accountants	Theoretical Training	...	6 months
	Practical Training	...	3 months
(iv) Senior Accountants	Theoretical Training	...	6 months
	Practical Training	...	6 months

These periods may be extended in any particular case by the Administrative Department in consultation with Finance Department for good and sufficient reasons.

4. The following are the qualifying Examinations for the classes mentioned in rule 2 above :—

[1](i) Treasury Clerks Course or (T. C. C.) for Treasury Clerks Apprentices.

(ii) Accounts Clerks Course or (A. C. C.) for Accounts Clerks Apprentices.

(iii) Subordinate Accounts Course Part I or (SAC-Part I) for Junior Accountants Apprentices.

(iv) Subordinate Accounts Course-Part II or (SAC-Part II) for Senior Accountants Apprentices (SAC-Part II) is, however, open to only such persons as have passed S.A.C. Part I [4][x x x].

5. (a) The course, syllabi and the standards prescribed for the various examinations as mentioned in rule 4 above are as shown in Annexure 'A' to these rules.

(b) No apprentice under training in the school, shall be eligible to appear in the Accountancy Examination for which he has been recruited unless :—

(i) he has attended the school for at least 90% lectures in each subject of the examination ;

---

1. Inserted vide F. D. Notification SRO-427 dated 21-12-1964.
2. Inserted vide SRO-197 dated 1-4-1978.
3. Inserted vide SRO-237 dated 24-5-1983.
4. The words (and are admitted to Senior Accoutants Class of the School) deleted vide SRO-120 dated 3-4-1965.

(ii) he is reported to have devoted himself whole-heartedly to his studies and has given a good account of his conduct throughout the course of training :

Provided that the Principal of the School may at his discretion relax the restriction of 90 per cent attendance in any individual case where he is satisfied that the progress of an apprentice has been satisfactory and that the shortage in attendance was due to circumstances beyond his control.

(c) Government in the [1]Administrative Department may in any special case grant permission to a person to appear in any one of the Accountancy Examinations mentioned in Rule 4 above direct except [2]T. C. C. without going through a regular course of training in the School, provided that :—

[3](i) For appearing in A. C. C. Examination such a person has previously undergone a course of training in T. C. C. Class and passed the examination prescribed for that class and worked for not less than one year as a Treasury Clerk or Accounts Clerk and for appearing in S.A.C. Part I Examination such a person has previously passed the A.C.C. Examination and worked for not less than [4][eighteen months] as a qualified Treasury Clerk/Accounts Clerk and for appearing in SAC Part II examination has passed SAC Part I examination and has worked as a qualified Junior Accountant in the Kashmir Subordinate Accounts Service for a period of not less than 18 months on the date of the examination held for S. A. C. Part II class :

[5]Provided that the restriction of having not less than three years service as Accounts Clerk shall not apply to qualified Accounts Clerks and Accounts Clerks Apprentices working as such on 24-11-1966 :

[6]Provided further that in the case of accounts personnel borne on the establishment of Companies set up under the Companies Act and wholly owned by the State Government, the restriction of having worked as Junior Accountant in the Kashmir Subordinate Accounts Service for appearing in S. A. C. Part II will not apply. In their case, persons who may have passed S. A. C. Part I and worked in the Accounts Department of any such Company or a Government Department or in both for 18 months after having qualified as Junior Accountant can appear privately in S. A. C. Part II. They will not be entitled to any position in the State Accounts Service by virtue of passing such examination :

[7][Provided further that the ex-Social Education Officers adjusted as Junior Accountants who have passed S. A. C. Part I examination, in accordance with

---

1. Substituted for the "General" vide F. D. Notification SRO-232 dated 31-7-1964.
2. Inserted vide F. D. Notification. SRO-427 dated 21-12-1966.
3. Inserted vide F. D. Notification No. 49 dated 31-1-1968.
4. Recast vide F. D. Notification SRO-176 dated 5-5-1981.
5. Inserted vide F. D. Notification SRO-221 dated 5-6-1967.
6. Inserted vide F. D. Notification SRO-58 dated 7-2-1974.
7. Inserted vide SRO-301 dated 28-6-1975.

the syllabus prescribed in Government Order No. 366-GD of 1972 dated 9-2-1972 shall be permitted to appear in S. A. C. Part II examination, if they have worked at least for a period of 18 months as Junior Accountants on the date of examination held for S. A. C. Part II classes, after their successful completion of S. A. C. Part I examination under the said syllabus.

This order shall also cover the cases of such Ex-Social Education Officers (Junior Accountants) candidates who have been granted provisional permission by the Public Service Commission to take S. A. C. Part II examination] :

[1]Provided further that the restriction of having passed SAC Part I examination and of having worked as qualified Junior Accountant for 18 months for appearing in SAC Part II examination shall not apply in the case of direct recruits to J&K Accounts Service who are required to undergo and complete the Accountancy Training in SAC Part I and II within the period of probation in terms of Rule 23 of J&K Accounts Service (Revised) Rules, 1972, subject to the condition that no extension even in relaxation of Rules, shall be allowed to any such probationer whose failure to complete the maximum period of probation (of 4 years) is attributed only to his not having been able to pass the examination.

[2]All pending cases with Public Service Commission on the date of issue of this Notification (viz. 16-10-1987) shall be decided accordingly.

[3](ii) Such person is already in Government service and is working in the Accounts Branch of any Department or Institution or in the Finance Department and is considered by the Administrative Department to be well suited for appearing in the examination direct and such person has already been working for at least three years in the scale not below [4]475-850 in case he wants to appear in the Accounts Clerks Course and in the scale not below [4]600-925 in case he wants to appear in S. A. C. Part I.

[5]This shall be deemed to have come into effect from 1-4-1966.

[6](iii) Such person is already working as Head Assistant, Head Clerk, Provincial Office Superintendent in the scale of [4]600-925 for at least [7][18 months] and appears in the S. A. C. Part I examination in pursuance of the General Department's Circular No. GD (Estt.)278/63 dated 18-4-1962. After passing the examination such official will be

---

1. Inserted vide F. D. Notification SRO-499 dated 16-10-1987.
2. Inserted vide F. D. Notification SRO-363 dated 5-12-1988.
3. Recast vide F. D. Notification SRO-454 dated 24-1-1966.
4. Refer J&K Revised Pay Rules SRO-91 dated 22-3-1982.
5. Inserted vide F. D. Notification SRO-200 dated 24-5-1967.
6. Recast vide F. D. Notification SRO-515 dated 1-12-1967.
7. Recast vide F. D. Notification SRO-27 dated 30-1-1982.

entitled to advance increments as given below subject to the condition that he sticks to his respective ministerial cadre :—

1.	When examination is passed in first chance	...	3 increments.
2.	When examination is passed in second chance	...	2 increments.
3.	For subsequent chances	...	1 increment.

If a Head Assistant/Head Clerk/Provincial Office Superintendent, has taken the examination but before clearing it has been promoted, he will also be eligible for advance increments according to the above scale but such increments will be given to him in the grade which he held at the time of promotion and his pay at the time of promotion refixed.

[1](iv) Such person has worked for two years on the compilation of Treasury Accounts and/or Siah Nawis in Saddar Muffasil or District Treasuries and is borne on the establishment of Revenue Department or of the Saddar Treasuries and desires to appear in the A. C. C. Examination direct.

[2](v) Government servants who have qualified in F. C. C. Course of the Zonal Accountancy Training Institute, can appear in the A. C. C. Examination direct, and such of the officials who may have qualified in S. A. S. Part I or S. A. S. Part II from the said institute can appear in S. A. C. Part I Examination direct.

[3](vi) A Junior Assistant whose basic academic qualification is graduation and who is borne on the Secretariat cadre or any other cadre of a Subordinate Office or an Assistant Compiler borne on the establishment of Funds Organisation may be allowed to appear in the A. C. C. examination privately by the Administrative Department concerned provided that such a candidate has rendered not less than five years of service and in the case of Junior Assistants such service has been rendered in the accounts wing of the concerned Departments/Office. After passing the said A. C. C. examination encadrement of successful candidates in the category of Accounts Assistant of Class III of the Jammu and Kashmir Subordinate Accounts Service shall be considered subject to availability of posts.

Note.—[4][Deleted].

6. [5][After the period of theoretical training prescribed under rule 3 is over, the apprentices will undergo practical training if any prescribed under the said

---

1. Inserted vide F. D. Notification SRO-49 dated 31-1-1968.
2. Inserted vide F. D. Notification SRO-835 dated 12-12-1972.
3. Inserted vide F. D. Notification SRO-324 dated 14-11-1991.
4. Deleted vide F. D. Notification SRO-455 dated 24-11-1966.
5. Recast vide SRO-197 dated 1-4-1978.

rule, in accordance with the programme to be prescribed by the Principal of the Institution in consultation with Finance Department. The Apprentices will take their examination any time after completion of the theoretical training as and when it is conducted by the Public Service Commission. The practical training shall invariably include training in the Audit Offices, Srinagar/Jammu as per the following programme :—

S. A. C. Part I and II	...	Two weeks in Srinagar Office and one week in Jammu Branch

In addition to the Audit Office, the Principal may depute the apprentices to the various Departments and Institutions of the State, such as P. W. D., Forests, Treasuries, C. D. and N. E. S., Food Supplies, State Transport Undertakings and any other commercial concern run by the Government and such other Government offices and institutions as may be considered suitable for according practical training in accounts, to the apprentices up to the time the results of the examinations are declared].

The period of practical training will be counted against the period prescribed for such training in rule 3 above which will also be given in the departments and institutions mentioned above. [1]The Treasury Clerks, shall be deputed for practical training to the offices and institutions as given hereunder, for the periods shown against each :—

1.	Accountant General's Office, Srinagar/Jammu	...	3 weeks
2.	Saddar Treasury, Srinagar/Jammu	...	2 weeks
3.	Muffasil Treasury	...	1 week

7. [2]Deleted.

8. The [3][x x x] successful completion of the examination prescribed for each course will qualify :—

[4](i) for appointment as Treasury Clerks in the case of persons who pass T. C. C. ;

(ii) for appointment as Accounts Clerks in case of persons who pass A. C. C. ;

(iii) for appointment as Junior Accountants in case of persons who pass S. A. C., Part I ;

(iv) for appointment as Senior Accountants in case of persons who pass S. A. C., Part II.

---

1. Substituted vide F. D. Notification SRO-427 dated 21-12-1964.
2. Deleted vide F. D. Notification SRO-304 dated 14-6-1977.
3. Deleted vide F. D. Notification SRO-455 dated 24-11-1966.
4. Inserted vide F. D. Notification SRO-427 dated 21-12-1966.

[1]The grades for Treasury Clerks, Accounts Clerks, Junior Accountants and Senior Accountants will be such as may be sanctioned by the Government in this behalf from time to time. For the present these grades will be [2]475-850 in case of Treasury Clerks and Accounts Clerks, [3]600-925 in case of Junior Accountants and [1]825-1240 in case of Senior Accountants.

III. Selection of apprentices and conditions governing them :—

9. Selection of apprentices for the various classes will be made by a Selection Board or Boards to be appointed in this behalf by the Chief Secretary to Government.

[4][Apprentices may be selected from in service Government employees and as well as direct recruits according to the ratio as may be determined by the Selection Board on each occasion].

10. (1) Apprentices will be required to execute a bond with the Government in the form given in Annexure 'C' to these rules which will among other things stipulate for the passing of the prescribed examination within a maximum of six continuous chances the first chance being counted from the date in respect of the examination in which the apprentice could first appear after his training period in the School and to serve the Government after such successful completion of training for a period of 7 years, if so required by the Government and failing that to refund in full the amount of stipend received by him along with penalty leviable under the Agreement Bond.

[3]The Administrative Department may, however, in cases where they are satisfied that an apprentice could not pass the examination in six chances for reasons beyond his control allow a seventh chance to appear in the examination. [5]Where however, the administrative Department is satisfied that the rules operate harshly, or unfairly in any case or a concession is merited in consideration of the extraordinary circumstances of a case, it may allow 8th chance to a candidate for reasons to be recorded.

(2) Those who have successfully completed a lower course and happen to be selected as apprentices for training in a higher course at any time shall be required to execute a supplementary agreement which shall *inter alia* provide that the period of seven years for which they are required to serve the Government shall commence to run after successful completion of training in the higher course.

[6]Note 1.—The restriction of passing the examination in six chances will not apply to candidates to whom permission to take the examination under rule 5(c) is given.

[7]Note 2.—Apprentices for various Accounts Training Courses who on the date of issue of this Notification have exhausted all the 8 chances admissible under rule 10 (1) above

---

1. Inserted vide F. D. Notification SRO-427 dated 21-12-1966.
2. Substituted vide F. D. Notification SRO-427 dated 21-12-1968.
3. Inserted vide F. D. Notification SRO-274 dated 28-7-1965.

} Refer J&K Revised Pay Rules SRO-91 dated 22-3-1982.

4. Added vide SRO-304 dated 14-6-1977.
5. Inserted vide F. D. Notification SRO-469 dated 7-7-1972.
6. Inserted vide F. D. Notification SRO-37 dated 11-2-1966.
7. Inserted vide SRO-304 dated 14-6-1977.

shall as a special case be given as additional mercy chance to pass the examination. Appropriate action will be taken by the Administrative Department against whom who fail to pass the examination in the additional mercy chance.

[1] *Government Instructions.*—Notwithstanding the provisions contained in rule 10 and Notes thereunder there will be no limit in the number of chances one can avail of to clear the examination in respect of those who have been selected as apprentices prior to 1-4-1977.

10-A. Notwithstanding anything contained in rule 10 apprentices who are selected to undergo Accountancy Courses on or after 1-5-1977 shall have to execute a Bond prescribed at Annexure 'D'. They shall after appearing in the examination and completion of practical training prescribed in rule 6 be discharged from the rolls of the school. The in service apprentices will be reverted back to their departments from which they are drawn and the apprenticeship shall be terminated from the date of their discharge from the school.

(ii) There will be no limit to chances within which any such apprentice may pass the examination. Any person who has been an apprentice under these rules and availed the first chance for the examination as such, can appear in that examination in subsequent chances even after he ceases to be an apprentice. Such persons who are declared successful in the examination from time to time will be included in select list of Subordinate Accounts Service to be maintained by the Administrative Department and as and when there are vacancies in the said service, they will be appointed on suitable posts for which they are qualified according to their order of seniority in the select list. The seniority in the select list will follow the order of merit obtained by a person in the examination and the date of his passing it.

(iii) Direct recruit apprentices after the date of their discharge from the school to the date of appointment in the service subsequent to the passing examination will be free to serve anywhere they like. [2][Such of the apprentices who join service shall be bound to serve the Government for the minimum period prescribed in the agreement bond]. In respect of in service apprentices who are appointed to the service after successful completion of their examination, it shall be incumbent for their respective departments to relieve them immediately for joining the service, failing which the concerned departments will have to pay to the Accountancy Training School the training cost of the person which will include the amount of stipend paid to him by the school during training plus a penalty of Rs. 500/- at the discretion of the Administrative Department. Agreement to this effect shall be obtained by the Principal of the School from the concerned Head of the Department before any in service apprentice selected for training is allowed admission in the school.

(iv) Nothing contained in this rule will however, apply to the persons who have been selected as apprentices before 1-5-1977. They will continue to be governed by the old rules.

---

1. Inserted vide SRO-460 dated 6-9-1983.
2. Recast vide SRO-197 dated 1-4-1978.

[1]Note.—The age at the time of selection for training will be taken into account for determining the age bar, if any at the time of absorption in service of any such apprentice.

[2]10-B. Notwithstanding anything contained in Rule 10-A, the candidates selected/to be selected for the Accounts Clerk (Accounts Assistant) Course on or after 1-9-1986 may, after completion of theoretical and practical training prescribed in these rules, be appointed against the post of Accounts Clerk (Accounts Assistant), if any available, and allowed the pay of the post :

Provided that in case any such Accounts Clerk (Accounts Assistant) does not pass the prescribed examination within a maximum of six chances, the first chance to be counted from the date in respect of examination in which the apprentice could first appear after his training period, he shall be automatically discharged from the service with effect from the date the result of the examination of the last permissible chance is declared by the Public Service Commission :

Provided further that the Administrative Department may, in case where they are satisfied that the apprentice could not pass the examination in six chances for reasons beyond his control, allow the seventh chance to appear in the examination :

Provided further that in any case, where the Administrative Department are satisfied that the rules operate harshly or unfairly or a concession is merited in consideration of the extraordinary circumstances of a case they may allow the 8th chance to a candidate for reasons to be recorded.

Explanation.—The apprentice appointed against a post of Accounts Clerk (Accounts Assistant) under these rules will be allowed the minimum of the time scale of post of the Accounts Clerk (Accounts Assistant). Grant of increments to any such Accounts Clerk (Accounts Assistant) will be subject to his passing the prescribed examination. The first increment will be allowed on successful completion of the training and declaration of results. If on the date of passing the examination a person has put in one year's or more service in the grade he will draw the increment from the date of declaration of the result. Where in any case a person has on the date of declaration of the result (*i.e.* passing the examination) put in less than a year of service, his first increment will fall due on completion of one year's service from the date of placement in the grade, after completion of the theoretical and practical trainings.

---

1. Inserted vide F. D. Notification SRO-197 dated 1-4-1978.
2. Inserted vide F. D. Notification SRO-506 dated 28-10-1987.

11. The apprentices for the various classes will draw stipend at th following rates :—

[1](i) Treasury Clerks Rs. 50 p. m.

(ii) [3][[2](Accounts Clerks. Rs. [4]400 p. m.)]

(iii) [3][[2](Junior Accountants. Rs. 200 p. m.)

In the case of apprentice Junior Accountants who are under practical training on the date of issue of this Notification the increase of stipend will be allowed to them from the date they were deputed for practical training, provided that in respect of apprentices who were on strike dur'ng practical training, this shall take effect from the date from which they attended the training ; provided further that no stipend shall be payable in any case during the period of strike].

(iv) Senior Accountants. Rs. 100 p. m.

Apprentices who are drawn from any Government Department or Institution will draw the above stipend or their salary which they would be entitled to in the Department or Institution from which they are drawn, whichever may be higher, provided that in case of persons with substantive appointments officiating in higher posts the officiating pay will be drawn as stipend only if the officiating appointment is to last for a period of not less than one year from the date of admission of the Government servant as an apprentice in the school and in the case of temporary incumbents, the temporary posts lasts for not less than one year from the date of his admission as apprentice in the School. [5]Apprentices who are drawn from work-charge establishment will draw stipend equal to their salary to which they would have been otherwise entitled to in the Department or in the Institution from which they are drawn, provided their appointment in the parent Department is to last for a period of not less than one year from the date of admission as an apprentice in the School.

---

1. Inserted vide F. D. Notification SRO-37 dated 11-2-1966.
2. Recast vide F. D. Notification SRO-605 dated 14-12-1971.
3. Recast vide F. D. Notification SRO-518 dated 10-10-1974.
4. Recast vide F. D. Notification SRO-500 dated 16-10-1987. This shall be deemed to have come into effect from 1-9-1986.
5. Inserted vide F. D. Notification SRO-481 dated 22-9-1983.

The stipend will be admissible for the following periods :—

(i) from the date of admission of an apprentice in the School to the date of notification issued by the Public Service Commission declaring the result of his examination. In case of apprentices drawn from services, the date of admission will mean the date from which they are relieved from their offices or institutions,

(ii) from the date of declaration of result to the date of completion of practical training in case of apprentices who are declared successful in examination and who have under rule 3 above to undergo practical training,

(iii) from the date of declaration of result to the date of final disposition in case of apprentices drawn from services who are declared either as passed or failed in the examination,

(iv) at the discretion of Administrative Department from the date of declaration of result or the date of completion of practical training whichever may be later to the date of final disposition in case of pass apprentices who had been recruited direct.

[1]11-A. Notwithstanding anything contained in rule II, the stipend to apprentices selected on or after 1-4-1977 will be admissible from the date of admission of an apprentice in the School to the date of his discharge from there after completion of the theoretical and also the practical training, if any, prescribed :

Provided that the direct apprentices may regardless of provisions of rules 10-A choose to remain attached to the school for making up their deficiencies if any, even after completion of their training (including the practical training prescribed under rule 6) and such of them who choose to do so may be allowed stipend for a period of one year from the date of admission in the school or up to the completion of two consecutive chances of examination or their absorption in service whichever be earlier. During the period of attachment after completion of the prescribed period of training the apprentices will be deputed by the Principal to various offices for practical work, in consultation with the Finance Department.

[2][12. The in service apprentices will at the time of joining the school and on release therefrom for joining back to their offices from which they are drawn be allowed transit days only and no preparation days. Joining time pay on joining the school will be paid by the school and on reversion therefrom by the Department concerned.

The concerned apprentices willbe entitled to tour T. A. on joining the school and release therefrom].

---

1. Recast vide SRO-197 dated 1-4-1978.
2. Recast vide SRO-304 dated 14-6-1977.

[1]12-A. Deleted.

[2]12-B. The unqualified Junior Accountants and Accounts Clerks recruited prior to 1st April, 1977 shall be allowed the minimum of the pay scale of the post (Revised Pay Scales of 1982) provided that grant of increment will be subject to passing of the prescribed S. A. C. Part I/Accounts Clerks Course Examination as the case may be. In case where an apprentice may be drawing more than Rs. 600/- p. m. as basic pay in the case of Junior Accountants (S. A. C. Part I) apprentice and more than Rs. 475/- p.m. in the case of Accounts Clerks Course apprentice, he shall be allowed the minimum of the pay scale and difference as 'personal pay' till he qualifies the prescribed relative examination. On successful completion of the examination and after their formal encadrement in Subordinate Accounts Service the pay shall be fixed in the following manner :—

(a) In case such an apprentice may be drawing minimum of the pay scale applicable to the post without any personal pay he shall be allowed first increment in the pay scale with effect from the date of passing the said examination ; and

(b) In case such an apprentice may be drawing minimum of the pay scale with some 'Personal pay' and the minimum of the pay scale plus 'Personal pay' falls in between two stages or coincides with a stage in the time scale his pay shall be fixed at the stage next above. He will be allowed next increment after putting in full incremental period of one year.

13. [3][Deleted].

14. Grant of leave during training will be regulated as under :—

(a) Apprentices with [4][temporary and] substantive appointments may be granted leave as admissible to them under rules ;

(b) Apprentices other than those referred to in clause (a) above may be granted leave equal to 1/11th of the period spent by them as apprentices. [5][ ].

(c) Short leave may be granted by the Instructors if and when necessary ; provided that when such leave amounts in aggregate to 6 hours, it will be treated as one day's leave of authorised absence. Similarly apprentice who attend the school late three times in a month, will forfeit one day's leave in lieu of the same :

---

1. Deleted vide F. D. Notification SRO-162 dated 24-3-1987.
2. Inserted vide F. D. Notification SRO-460 dated 6-9-1983.
3. Deleted vide SRO-304 dated 14-6-1977.
4. Inserted vide F. D. Notification SRO-53 dated 11-2-1971.
5. Deleted vide SRO-304 dated 14-6-1977.

Provided that the apprentices proceeding on leave of any kind other than casual leave will do so at their own risk as envisaged in Rule 5.

15. Apprentices who are found guilty of misconduct or deliberate disobedience of orders or who repeatedly refuse to conform to the procedure prescribed for the conduct of training may be discharged from the school or reverted to their substantive appointments according as the case may be. An apprentice discharged or reverted under this rule shall have to refund the stipend paid to him and also any other expenses which the Government may have incurred in connection with his training before discharge or reversion as specified in the Agreement executed by him, this will be without prejudice to any other disciplinary action which may be indicated in case of apprentices already in service.

16. Except in the case of any books or literature lent temporarily to the apprentices or given to him finally the apprentices will have to provide themselves the books, note books, stationery articles etc., during the training period.

17. The Principal may at his discretion allow preparatory days not exceeding [1][five to Treasury Clerks and] ten to any other class immediately before the commencement of an examination to enable the trainees to revise their courses.

18. The [2]Principal of the Accountancy Training School may nominate Instructors for delivering extension lectures in technical subjects for S. A. C. Part I and II and sanction honorarium in their favour at the rate not exceeding Rs. [3]40.00 per lecture. In making such appointments the Instructors will be drawn from the service which deals with the subject in which the extension lectures are to be delivered. This shall be deemed to have effect from 1-6-1962.

[4]*Note.*—Deleted.

---

[1] Substituted vide F. D. Notification SRO-427 dated 21-12-1966.
[2] Substituted vide F. D. Notification SRO-165 dated 27-3-1979.
[3] Substituted vide F. D. Notification SRO-442 dated 25-8-1983.
[4] Inserted vide SRO-442 dated 25-8-1983 and deleted vide SRO-599 dated 28-12-1983.

ANNEXURE–A

[Referred to in rule 5 (a)]

II. *Examination in Treasury Clerks Course or (T. C. C.)–2 Papers*

	Syllabus	Marks	Time	Standard
Paper I	(a) J&K Financial Code Vol. I Following Chapters only ... 80 (Chapters I to VII, X, XI, XIII, XV) (b) Classification in Government Accounts ... 20	100	3 (Three) hours.	Questions will be asked mainly on theory but in order to test the candidate's ability to correctly apply the rules some simple practical questions may also be asked.
Paper II	J & K Treasury Code Vol. I	100	3 (Three) hours.	do.

Note :–Note [1](i), (ii), (iv) and (v) below item "II–Examination in Accounts Clerks Course or (A. C. C.)" of this Schedule apply here also.

---

[1]. Inserted vide F. D. Notification SRO-427 dated 21-12-1964.

	Syllabus	Marks	Time	Standard
	1	2	3	4
Paper I	Precis writing	50	1½ (one and half) hours.	[1](a) Drafting of an Official letter O. M./U. O./D. O's. on a given subject of financial/accounting nature ... 20 Marks (b) Writing of an office note on a given subject relating to accounting/financial issues ... 20 Marks (c) Correct usage of words, idioms and Phrases ... 10 Marks Total ... 50 Marks
Paper II	[2](i) The Jammu and Kashmir Civil Service Regulations (excluding Part III containing Chapters XI, XII and XIII) and Schedules.			

---

1. Recast vide SRO-127 dated 6-4-1981.
2. Recast vide SRO-98 dated 26-2-1980.

1	2	3	4
(ii) K. S. R. Volume II (6th edition) following Appendices only :– Appendix XVI-A–G. P. Fund Rules Appendix XVI-B–C. P. Fund Rules Appendix XVII-A–State Insurance Fund Rules (New Schemes S. 2004) : and procedure relating to the maintenance of various records relating to the administration of the State Insurance Fund. [1](iii) The Jammu and Kashmir Civil Service (Leave) Rules, 1979.	100	3 (Three) hours.	Questions will be asked mainly on theory but in order to test the candidate's ability to correctly apply the rules, some simple practical questions may also be asked.

---

[1] Inserted vide SRO-98 dated 26-2-1980.

Examination in Accounts Clerks Course or (A. C. C.)—(Continued).

Syllabus	Marks	Time	Standard
1	2	3	4
Paper III (i) Financial Code Vol. I [1](x x x) Following Chapters only :– Chapters I, II, III, IV, [1][x x] VI, VII, VIII, X, XI, XII and XIV.	100	3 (Three) hours.	Questions will be asked mainly on theory but in order to test the candidate's ability to correctly apply the rules–some simple practical questions may also be asked. Use of the book "List of Major and Minor Heads" will be allowed in the examination to solve practical questions on classification in Government Accounts.
(ii) J & K Treasury Code Vol. I			
(iii) Classification in Government Accounts Broad principles governing classification in accounts and a general idea of the Major and Minor Heads of Account and the Primary Units of appropriation with special reference to the State Budget.			
[2](iv) Procedure regulating the drawals and disbursement of pay and allowances of Gazet-			

---

1. Deleted vide F. D. Notification SRO-127 dated 6-4-1981.
2. Inserted *ibid.*

	Syllabus	Marks	Time	Standard
	1	2	3	4
	ted Government servants by Heads of Offices/Departments sanctioned vide Finance Department's Order No. 241-F of 1977 dated 8-4-1977.			
Paper IV	[1]Double Entry Book-keeping By J. R. Batliboi. Following Chapters only :– Chapters :– I-- Elements of Double entry II– Rules for journalising III– Ledger Accounts IV– Sub-Divisions of journal V– The Cash Book VI– Banking Transactions VII– Bill Transactions VIII– The journal proper	100	3 (Three) hours.	[2]Simple theoretical/practical questions will be asked to test the candidate's understanding of basic principles of double entry system of Book-keeping. Preparation of final accounts may be asked with adjustment

---

[1] Recast vide F. D. Notification SRO-281 dated 27-7-1968.
[2] Recast vide SRO-127 dated 6-4-1981.

Syllabus	Marks	Time	Standard
1	2	3	4
IX– The Trial Balance X– The Trading Accounts XI– The Profit and Loss Accounts XII– The Balance Sheet XIV– The Consignment Accounts			entries of interest on capital, depreciation prepaid and outstanding expenses only.

Note.–(i) The minimum pass marks will be 33 per cent in each paper and 35 per cent in the aggregate. A candidate who appears in all the papers at a time and passes in all but one paper, may be given marks not exceeding 10 (ten) to enable him to secure the minimum number of pass marks in the paper in which he fails, provided that he has already obtained the aggregate prescribed without such grace marks.

(ii) Candidates who obtain 45% or more marks in any paper but fail in examination as a whole will be exempted from appearing in that paper.

[1](iii) Candidates who have passed any University examination with Commerce as an elective subject forming Book-keeping and Accounts as ful-fledged paper thereto may be exempted from appearing in "Book-keeping Paper IV" provided that the syllabus of the Commerce subject already passed covers wholly the syllabus for Book-keeping prescribed for ACC/SAC Part I. Any candidate claiming exemption under this rule will apply in advance of the conduct of the examination and obtain a certificate from the Finance Department regarding the candidate fully qualifying for the exemption in "Paper IV Book-keeping". The certificate shall be treated as conclusive by the Public Service Commission.

All pending cases shall be decided accordingly.

---

[1] Recast vide SRO-564 dated 26-12-1985.

(iv) A candidate who appears in all the papers at a time and passes in all the papers individually but fails to secure the aggregate marks prescribed may be given by the Public Service Commission grace marks not exceeding ten (10) in order to enable him to secure the minimum of aggregate marks.

(v) A candidate who takes examination in parts and passes in all but one paper or who fails in the aggregate but passes in all the papers individually, may be given marks not exceeding five (5) to enable him to secure the minimum number of pass marks in that paper or in the aggregate,. as the case may be.

III. *Examination in Subordinate Accounts Course Part I or (S. A. C. Part I)–4 Papers*

	Syllabus	Marks	Time	Standard
	1	2	3	4
Paper I	Precis writing and drafting.	100	3 (Three) hours.	Both correspondence and passage precis to be set in the paper and the candidates given choice to attempt either Drafting or official communications such as letters, D. Os., U. Os., Express letters etc. on material given, the standard for both precis and drafting being that for an average graduate.
[1]Paper II	[2](i) The Jammu and Kashmir Civil Service Regulations (excluding Part III containing Chapters XI, XII and XIII) and Schedules other than Schedules IV, VI and XII.			
	(ii) The Jammu and Kashmir Government–			
	(a) Employees (Conduct) Rules, 1971.			

---

1. **Substituted vide** Notification SRO-193 dated 30-4-1974.
2. **Recast vide SRO-98** dated 26-2-1980.

	1	2	3	4
	(b) Rules Regulating the General Provident Fund.			
	(c) State Insurance Fund Rules and Tables of Rates (New Scheme S. 2004).			
	[1](d) The Jammu and Kashmir Civil Service (Leave) Rules 1979.			
	(iii) The J & K Civil Services (Classification, Control and Appeal) Rules, 1956.			
Part A	Theory (i), (ii) and (iii)	60 15 } 75	2 (Two) hours.	
Part B	Practical (i) and (ii)	125	3 (Three) hours.	

In Part B–Practical use of Jammu and Kashmir Civil Service Regulations and State Insurance Fund Rules and Tables of Rates will be allowed.

This shall come into effect in respect of the examinations to be conducted by the Public Service Commission after the June, 1974 Session.

---

[1] Inserted vide SRO-98 dated 26-2-1980.

III. Examination in Subordinate Accounts Clerks Course Part I or (S. A. C. Part I)–(Continued)

Syllabus		Marks	Time	Standard
1		2	3	4
Paper III	[1](i) Financial Code Vol. I Reprint Edition 1980 (All Chapters) Financial Code Vol. II All Appendices.	100 150	3 hours.	Questions will be asked mainly on theory but some practical questions of average type may also be asked to test the candidate's ability for practical application of rules generally and maintenance of Forest Accounts particularly. The candidates will be required to have a good grasp of general principles of classification in Accounts and knowledge of the Major and Minor Heads of Account and the primary units of appropriation. Use of the book "List of Major and Minor Heads" will be allowed in the Examination to solve practical questions on classification in Government accounts.
	(ii) J & K Treasury Code Vol. I All Chapters			
	(iii) Central Accounts Code Vol. I Chapters 2, 3, 4, 5 & 6 only.			
	(iv) Classification in Govt. Accounts List of Major and Minor Heads of Accounts of Central and State Receipts and Disbursements including Debt, Deposit and Remittance Heads (Appendix 2 to Central Account Code Vol. I).			
	(v) Central Account Code Vol. III Forest Accounts (Chapters V, VI and VII only).	50		

---

1. Substituted vide F. D. Notification SRO-44 dated 28-1-1970.

1	2	3	4
Paper IV [1][Double Entry Book-keeping by J.R. Batliboi]. Following Chapters only :– Chapters :– I –Elements of Double Entry II –Rules for journalising III –Ledger Accounts IV –Sub-Divisions of Journal V –The Cash Book VI –Banking Transactions VII –Bill Transactions VIII –The journal proper IX –The Trial Balance X –The Trading Accounts XI –The Profit and Loss Accounts XII –The Balance Sheet XIV –The Consignment Accounts XVI –Depreciation and Reserves and other Funds XVIII –Single Entry Book-keeping (only Theory)	100	3 (Three) hours.	Both theoretical and practical questions will be asked to test the candidate's adequate knowledge of Commercial Accounting of elementary stage.

---

[1] Recast vide F. D. Notification SRO-281 dated 27-7-1968.

Note :—(i) The minimum pass marks will be 35 per cent in each paper (where there are two parts in a paper, marks obtained in both the parts taken together) and 40 per cent in the aggregate. A candidate who appears in all the papers at a time and passes in all but one paper may be given marks not exceeding 10 (ten) to enable him to secure the minimum number of pass marks in the papers in which he fails; provided that he has already obtained the aggregate prescribed without such grace marks.

(ii) Candidates who obtain 50 per cent or more marks in any paper but fail in the examination as a whole will be exempted from appearing in that paper.

[1](iii) Candidates who have passed any University examination with Commerce as an elective subject forming book-keeping and Accounts as ful-fledged paper thereto may be exempted from appearing in "Book-keeping Paper IV" provided that the syllabus of the Commerce subject already passed covers wholly the syllabus for Book-keeping prescribed for ACC/SAC Part I. Any candidate claiming exemption under this rule will apply in advance of the conduct of the examination and obtain a certificate from the Finance Department regarding the candidate fully qualifying for the exemption in "Paper IV Book-keeping". The certificate shall be treated as conclusive by the Public Service Commission.

All pending cases shall be decided accordingly.

(iv) A candidate who appears in all the papers at a time and passes in all the papers individually in the examination but fails to secure the aggregate marks prescribed for the examination may be given by the Commission grace marks not exceeding ten, in order to enable him to secure the minimum number of aggregate marks fixed for the said examination.

(v) Note (v) below Accounts Clerks Course Examination syllabus applies here also.

---

[1] Recast vide F. D. Notification SRO-564 dated 26-12-1985.

IV. Examination in Subordinate Accounts Course Part II or (S. A. C. Part II)–4 Papers

	Syllabus	Marks	Time	Standard
	1	2	3	4
Paper I	(i) Public Works Account Code Central Accounts Code Vol. III (Public Works Account portion only)			
Part A	Theory	50	1-1/2 (one & half) hours.	The use of P. W. D. Account Code, Book of P.W.D. Account Forms and Central Accounts Code Volume III be allowed in the examination for Part B–Practical.
Part B	Practical	100	3 (Three) hours.	
Paper II	(a) An introduction to Indian Government Accounts and Audit– Marks 50 Following Chapters only :– Part I–All the Five Chapters Part II–Chapters 6 to 8			

IV. Examination in Subordinate Accounts Course Part II or S. A. C. Part II (Continued)

Syllabus	Marks	Time	Standard
1	2	3	4
Chapter 9 A–General B–Public Works Department F–Forest Department G–Other Departments.	100	3 (Three) hours.	Mainly theoretical questions will be asked.
Chapters 10, 11, 21, 24 to 31 (both inclusive) 35 to 39 (both inclusive).			
(b) Constitution of Jammu and Kashmir.			
Part VI–Sections 76 to 84 and 86 ; and			
Part VIII–Sections 114 to 123 with Corresponding Articles of the Constitution of India. 30 marks			
(c) Government Securities Manual Chapter IV and VIII only. 20 marks			

Paper III	Part. A–Practical 50 marks.	(1½ hours).	150 marks 3 (Three) hours for theory and 1½ hours for practical.	The candidates will be expected to have a good knowledge of the subject especially preparation and operation of the Budget with particular reference to the Developmental Expenditure of the 5 year plans the Lagislature and the executive control on Government Finance including commercial concerns owned & controlled by the Government and practical application of provision in K. B. O. F. P. (Kashmir Book of Financial Powers). The use of K. B. O. F. P. & Kashmir Budget Manual will be allowed and budget forms supplied in the examination for Part A practical.
	Part B–Theory as under.	100 marks (3 hours).		
	1. (i) [1][Jammu and Kashmir] Budget Manual 1970.	20 marks		
	(ii) General principles of Financial Administration of a Government with special reference to the Government of Jammu and Kashmir (book. prescribed). [1]Parliamentary Financial Control by P. K. Watal.	40 marks		
	(iii) Kashmir Book of Financial Powers.	20 marks		
	(iv) Plan Budget and its financing.	20 marks		
Paper IV	Higher Book-keeping :			
	Part A–Advanced Accounting	100	3 (Three) hours.	The Chapters expected to have been studied by the candidates.

---

[1] Inserted vide F. D. Notification SRO-139 dated 5-4-1971.

Syllabus	Marks	Time	Standard
1	2	3	4
Part B–Commercial Auditing	100	3 (Three) hours.	and in which they will be examined are detailed in Annexure B.

[1]*Note 1.*–(i) The minimum pass marks will be 35 per cent in each paper (where there are two parts in a paper, marks obtained in both the parts taken together) and 40 per cent in the aggregate. A candidate who appears in all the papers at a time and passes in all but one paper may be given marks not exceeding 10 (ten) to enable him to secure the minimum number of pass marks in the paper in which he fails, provided that he has already obtained the aggregate prescribed without such grace marks. Similarly a candidate who appears in all the papers at a time and passes in all the papers individually but fails to secure the aggregate marks prescribed may be given by the Public Service Commission grace marks not exceeding 10 in order to enable him to secure the minimum number of aggregate marks fixed for the said examination.

(ii) Candidates who obtain 50 per cent or more marks in any paper but fail in the examination as a whole will be exempted from appearing in that paper.

[2](iii) A candidate who takes examination in parts and passes in all but one paper or who fails in the aggregate but passes in all the papers individually, may be given marks not exceeding five (5) to enable him to secure the minimum number of pass marks in that paper or in the aggregate, as the case may be.

---

1. **Inserted** vide F. D. Notification SRO-53 dated 31-1-1997.
2. **Inserted** vide F. D. Notification SRO-462 dated 27-9-1971.

[1](iv) "The candidates who have passed B. Com/M. Com Examination of any recognised University with Book-keeping and Accounts as ful-fledged papers thereto shall not be required to appear in paper IV (Book-keeping) in SAC Part II Examination."

[2]*Note 2* :–Notwithstanding anything contained in Annexure-A, candidates appearing in Accounts courses examination on or after 1-1-1978 shall have to obtain pass marks at the following percentages :–

Accounts Clerks Course	35%
S. A. C. Part I	37%
S. A. C. Part II	37%

[3]Where the minimum pass marks work out to a whole number and fraction *e.g.* 16½ or 17½ the fraction may be ignored for reckoning the minimum pass marks.

A candidate who once passes in any subject shall be granted exemption from appearing in that subject. A candidate who appears in all the papers at a time and passes in all but one paper may be given marks not exceeding 10% (ten per cent) subject to a minimum of ten marks to enable him to secure the minimum of pass marks in the paper in which he fails.

The amendment regarding ignoring of fraction in the minimum pass marks shall be deemed to have come into force with effect from 1-1-1978.

---

[1] Inserted vide SRO-53 dated 31-1-1997.

[2] Inserted vide F. D. Notification SRO-197 dated 1-4-1978.

[3] Substituted vide SRO-772 dated 9-12-1978.

[1]*Note 3* :–A candidate who takes examination in parts and passes in all but one paper or takes examination in one paper only after having secured exemption in all other papers and fails in that paper may be given marks not exceeding five to enable him to secure the minimum number of pass marks in the paper in which he fails.

This shall be deemed to have come into effect from Ist January, 1981.

Explanation I :–A candidate who has taken any of the Accounts courses examination prescribed under these rules in between 1-1-1978 and the date of issue of this Notification.[2][xxx] [This shall be deemed to have come into effect retrospectively from the date from which the SRO-197 dated 1st April, 1978 came into force], will have an option either to be governed by the old rules in respect of percentage for minimum pass marks and exemption etc. or under the provisions of the above note. Each such candidate will exercise his option in writing indicating *inter alia* his examination Roll No. etc. direct to the Secretary Public Service Commission within one month of the issue of this Notification. Option once exercised will be final. Those who do not exercise option within the stipulated date will be treated to have opted for the old rules.

---

1. Renumbered vide F. D. Notification SRO-53 dated 31-1-1997.
2. Inserted vide SRO-266 dated 3-7-1982.

Explanation II :–The choice for opting for old or new rules as under Explanation No. I will also be available to candidates who had appeared in any Accounts course examination before 1-1-1978 but had not cleared the examination in full on that date. Such candidates can exercise their option within one month of the issue of this Notification.

---

1. Inserted vide SRO-284 dated 19-5-1979.

ANNEXURE–B

PAPER IV–Higher Book-keeping

Reference to Chapter [1]PART A-ADVANCED ACCOUNTS BY CARTER

The following topics are prescribed :–

Chapter V	...	1. Depreciation and sinking funds, Methods of depreciation.
Chapter X	...	2. Capital and Revenue Accounts, Receipts and Payments Accounts, Income and Expenditure Accounts.
Chapter XI	...	3. Departmental Accounts.
Chapter XII	...	4. Partnership Accounts (theoretical knowledge) only.
Chapter XIV	...	5. Branch Accounts. (a) Introduction (b) Retail Branches (c) Whole-sale Branches (d) Registers kept by the Branches

---

[1] Substituted vide F. D. Notification SRO-139 dated 5-4-1971.

Reference to Chapter		PART A-ADVANCED ACCOUNTS BY CARTER
Chapter XV	...	6. Joint Stock Companies :– A General knowledge of all kinds of companies, their formation, difference between a Joint Stock Company and a partnership, capital shares, statutory and statistical books, issue of shares and debentures, forfeiture of shares, preliminary expenses, appropriation accounts, dividends.
Chapter XVII	...	7. Cost Accounts.
Chapter XIX	...	8. Hire purchases accounts and instalments, payment purchases.
[1][ ]		
[1][ ]		

---

1. Deleted vide F. D. Notification SRO-246 dated 9-7-1965.

ANNEXURE B *(Continued)*

PART B–COMMERCIAL AUDITING (By Spicer and Pegler).

I. The principles of Auditing :

(1) The origin of auditing.

(2) The nature and definition of an audit.

(3) The objects of an audit–

(a) The detection of fraud.

(b) The detection of errors–

(i) Errors of omission.

(ii) Errors of commission.

(iii) Clerical errors.

(iv) Errors of principles.

(v) Compensatory errors.

(4) Various classes of Audit and their advantages–

(a) Audit under statute.

(b) The audit of the accounts of private firms.

(c) The audit of the accounts of private individuals.

(d) The audit of trust accounts.

(5) The conduct of an audit–

(a) Continuous and Final or completed audit.

(b) Consideration on the commencement of a New Audit.

(c) Audit Note Books.

(d) Method of work.

(6) The qualities required of an Auditor.

ANNEXURE B–*(Continued)*

II. The Audit of Cash Transactions :

- (1) Internal check as regards cash–
  - (a) Receipts.
  - (b) Payments.
- (2) Vouching of payments–
  - (a) General consideration.
  - (b) Missing Vouchers.
  - (c) Capital Expenditure–
    - (i) Free hold and household property.
    - (ii) Buildings.
    - (iii) Plant and Machinery.
    - (iv) Investment etc. etc.
  - (d) Special payments–
    - (i) Agents and Travellers Commission.
    - (ii) Travelling expenses.
    - (iii) Insurance Premium.
    - (iv) Bank charges, salaries, petty cash, bills payable, bills receivable, dishonoured, etc.
- (3) Wages–
  - (a) Internal check as regards wages–
    - (i) Time records.
    - (ii) Piece-work records.
    - (iii) The preparation of wages sheets.
    - (iv) Payments of wages.
  - (b) The Auditors duty as regards wages.

ANNEXURE B–*(Continued)*

(4) Vouching receipts–

- (a) General consideration.
- (b) Credit sales.
- (c) Cash sales.
- (d) Special receipts–
    - (1) Income from investments.
    - (2) Rents receivable.
    - (3) Interest on loans and Bank deposits.
    - (4) Bills receivable.
    - (5) Miscellaneous receipts etc. etc.

(5) The Pass Book–

- (1) Payments into Bank.
- (2) Payments out of Bank.
- (3) Reconciliation with Cash Book.
- (4) Verification of Cash in hand and of Bank.

(6) Petty Cash–

- (a) General consideration.
- (b) Internal check as regards petty cash.
- (c) The Auditor duty in relation to petty cash.

III.–

(1) Purchases–

- (a) Internal check as regards purchases.
- (b) The Bought Journal.
- (c) Vouching Invoices.

ANNEXURE B–*(Continued)*

(2) Purchases Returns.

(3) Sales–

  (a) Credit sales.

  (b) Cash sales.

  (c) Goods on sale or return.

  (d) Goods on consignment–

    (i) Consigner's Books.

    (ii) Consignee's Books.

  (e) Sales and purchases for future delivery.

(4) Sales returns.

(5) Packages and Samples.

(6) Allowances.

(7) Journal.

(8) The Bought Ledger.

(9) The Sales Ledgers–

  (a) Internal check.

  (b) Verification of postings.

  (c) Verification of balances.

  (d) Bad and doubtful debts.

(10) Total amounts–

  (a) Total Debtors Account.

  (b) Total Creditors Account.

ANNEXURE B–(*Continued*)

(11) Loose leaf and Card ledgers.

IV. The Audit of Impersonal Ledgers :

(1) The impersonal ledger.

(2) Outstanding Liabilities and Assets–

(a) Outstanding liabilities, Purchases, Wages rent, Rates etc. Freight, Trade Expenses, Legal Expenses, Audit Fee, Travelling Expenses etc. etc.

(b) Outstanding assets, Rents receivable, Interests and Dividends, Commission receivable, rents etc.; paid in advance advertising etc.

(3) Apportionment of expenditure between capital and revenue.

(4) Deferred Revenue Expenditure, alteration to plant, advertising, preliminary expenses etc.

(5) The valuation of assets, fixed, floating and wasting.

(6) The depreciation–

(a) General consideration.

(b) The principle method of providing for depreciation as affecting buildings, machinery, tools and plants.

(7) Repair and Renewals.

(8) Reserves.

(9) Contingent liabilities.

V. Verification of Assets :

(1) General considerations.

(2) Lands and Buildings.

(3) Investments.

ANNEXURE B–*(Continued)*

(4) Stock in Trade.

(5) Loans on Security.

(6) Bills receivable.

(7) Other Assets.

VI. The Auditor of a Limited Company :

(1) The appointment and remuneration of Auditors.

(2) The Status of the Auditor.

(3) The powers of the Auditor.

(4) The duties of the Auditor.

(5) The Auditor's Report.

(6) The publication of the Balance Sheet and Auditor's Report.

(7) Liability of Auditors.

General knowledge only will be required.

VII. The Form of Accounts :

(1) The Form of Accounts–

(a) Single account system.

(b) The double account system.

(2) The Profit and Loss Account.

(3) The balance sheet.

VIII. Investigations :

IX. The Audit of Partnership Accounts :

(1) Partnership Deeds.

(2) Adjustment of the rights of partners.

(3) Audit on behalf of the individual partner or creditors general knowledge only.

ANNEXURE B–*(Concluded)*

X. Special points in different Classes of Auditors :

(1) Banks.

(2) Branch Accounts.

(3) Clubs.

(4) Co-operative Societies.

(5) Electric Lighting Companies.

(6) Hotels.

(7) Motor Omnibus Companies.

(8) Retail and Co-operative Stores.

(9) Schools, Colleges and Universities.

ANNEXURE C

[Referred to in Rule 10]

Agreement Form

An agreement made on the_______________day of_________________ between the Governor of Jammu and Kashmir (hereinafter called the "Government") of the one part and_____________________________________son of_____________________ caste____________________________resident of____Village/Mohalla/ Tehsil__________________District__________________________(hereinafter called the "Apprentice") of the second part and son of ______________caste__________resident of______________Village/Mohalla/ Tehsil______________District_______________ (hereinafter called the "Surety") of the third part.

Whereas the Government at the request of the Apprentice have agreed to admit the Apprentice for training in Jammu and Kashmir Accountancy Training School for a period of____________months and to give him thereafter practical training for a further period of____________months on the terms and conditions hereinafter appearing ; and subject to the rules laid down by the Government in this behalf for admission in the Accountancy Training School for the various accountancy courses and examination thereof (hereinafter called the Accountancy Training Rules).

And whereas the Apprentice has agreed to serve the Government for a period of at least seven years immediately after the completion of the said Training course.

Now it is hereby agreed as follows :–

1. The Apprentice will be paid by the Government during the period of the training a stipend–

   (a) at the rate of Rs._______________per month.

   or

   (b) his salary which he would be entitled to in case he is drawn from any office or institution of the Government as admissible under the Accountancy Training Rules.

2. The Apprentice will not be entitled to receive any other monetary aid from the Government to defray the cost of books or other items of expenditure not specifically mentioned in clause 1.

3. The Apprentice shall not engage in or prosecute during the aforesaid period of training any studies or work other than the studies or work for which the stipend is paid nor will he do anything which might in any way interfere with the aforesaid training or prevent or incapacitate him from completing successfully the aforesaid training within the aforesaid period.

4. The Apprentice will be allowed only such number of chances for passing his examination as are stipulated in the Accountancy Training Rules.

5. The Apprentice will serve the Government if so required after completion of the training course, for a period of seven years in such capacity and on such emoluments as might be determined from time to time by the Government. The apprentice will during the aforesaid period of service serve the Government diligently, faithfully and honestly and do all acts and discharge all duties which may be required of him to be done or discharged in his capacity of a Government servant and submit himself and conform to all rules, regulations and instructions of the Government, whether applicable to Government servants generally or issue to him in usual capacity of a Government servant.

6. The Apprentice will maintain and submit accounts of all moneys paid to him in addition to the fixed amount of the stipend.

7. The Apprentice will obey all lawful orders of his official superiors unless prevented by death or ill-health from so doing and in particular conduct himself in accordance with provisions laid down in this behalf in the Accountancy Training Rules.

8. The Apprentice and the Surety hereby undertake for themselves, their heirs, executors and administrators for each one of them as well for all of them, jointly and severally, to refund in full without any deduction whatsoever all sums of money received by the Apprentice from the Government and mentioned in clause 1 and all other sums of money which might have been spent, paid, incurred or defrayed in any manner by the Government on the aforesaid training of the Apprentice and to pay in addition a penalty of Rs. 500 at the discretion of the Government in the event of the Apprentice :–

(i) failing, omitting or refusing to prosecute faithfully and diligently or failing to complete successfully the aforesaid training within the aforesaid period in the manner hereinbefore provided unless prevented from so doing by ill-health, death, or any other cause beyond his control ; or

(ii) failing, omitting or refusing to serve the Government diligently, faithfully, and honestly during the full period of seven years after the successful completion of the training unless prevented by ill-health or death ; or

(iii) failing, omitting or refusing to do any act or discharge any duty which may be required of him to be done or discharged in his capacity of a Government servant during the aforesaid period of seven years ; or

(iv) failing, omitting or refusing to submit or conform to all rules, regulations, instruction and lawful orders hereinbefore mentioned during the aforesaid period of seven years unless prevented from so doing by ill-health, death or any other cause beyond his control ; or

(v) leaving the service of the Government before the expiry of the aforesaid period of seven years without the prior permission of the Government ; or

(vi) being dismissed from the service of the Government, on account of misconduct before the expiry of the aforesaid period of seven years :

Provided that the Government may release the Apprentice from his engagement to serve the State for seven years, if there occurs no suitable vacancy for his engagement within a period of one year from the date of completion of the aforesaid training.

In witness whereof the parties have signed this agreement on the dates respectively mentioned against their signatures.

Apprentice	Surety
Witness	Witness
Address	Address
Witness	Witness
Address	Address

Signed for and on behalf of Governor of Jammu and Kashmir.

Witness

Witness

Note.–The bond should be got attested by the Deputy Commissioner who should certify that the Surety is of sufficient substance to fulfil the engagement entered into by him.

[1]ANNEXURE D

[Referred to in Rule 10-A]

Agreement Form

An agreement made on the______________day of______________ between the Governor of Jammu and Kashmir (hereinafter called the Government) of the one part and______________________S/o______________ Caste__________________R/o______________________Village/Mohalla/ Tehsil__________District____________(hereinafter called the Apprentice) of the second part and______________S/o__________________ Caste__________________R/o______________________Village/Mohalla/ Tehsil__________________District__________________(hereinafter called the Surety) of the third part.

Whereas the apprentice who is desirous of qualifying himself as____________________has requested the Government to admit him for training in______________for a period of______________months and also to give him practical training for a period of______________months ; and

Whereas the Government have agreed to impart Accountancy Training to the apprentice on the terms and conditions hereinafter appearing.

Now, therefore, this deed witnessed and the parties hereto, hereby mutually agree as follows :–

1. (a) The apprentice not already in Government service shall receive from the Government during the period of training a stipend of Rs.______________P. M.

(b) The apprentice already in Government service shall during the period of training draw the pay and the allowances which he was drawing prior to his selection for training or would draw in his parent department but for the selection for training.

2. The apprentice will not be entitled to receive any other monetary assistance from the Government to defray the cost of books, or other items of expenditure incurred by him during the course of training.

3. The apprentice undertakes to prosecute well faithfully and diligently the aforesaid training course in accordance with the Accountancy Training Rules, unless prevented by death or ill-health from so prosecuting.

---

[1] Revised vide SRO-197 dated 1-4-1978.

4. The apprentice shall not engage in or prosecute during the aforesaid period of training any studies or work other than the studies or work for which the stipend or pay during training is paid, nor will he do anything which might in any way interfere with the aforesaid training or prevent or incapacitate him from completing the aforesaid training within the period specified in this agreement.

5. The apprentice will obey all lawful orders of his official superiors unless prevented by death or ill-health from so doing and in particular conduct himself in accordance with provisions laid down in this behalf in the Accountancy Training Rules.

6. The apprentice and the surety hereby undertake for themselves their heirs, executors and administrators for each one of them as well as for all of them jointly and severally, to refund in full without any deduction whatsoever all sums of money received by the apprentice from the Government and mentioned in clause 1 (a) and to pay in addition a penalty at Rs. 500/- at the discretion of the Administrative Department in the event of the apprentice:–

(i) failing, omitting or refusing to prosecute well, faithfully and diligently, the aforesaid course of study within the aforesaid period in the manner hereinbefore, provided unless prevented from so doing by ill-health or death, or

(ii) failing, omitting or refusing to serve the Government efficiently, diligently, faithfully and honestly during the full period of seven years after his joining in the Subordinate Accounts Service unless prevented by ill-health or death, or

(iii) failing, omitting or refusing to do any act or discharge any duty which may be required of his/her to be done or discharged in his/her capacity of Government servant during the aforesaid period of seven years, or

(iv) failing, omitting or refusing to submit or conform to all rules, regulations, instructions and hereinbefore mentioned during the aforesaid period of seven years unless prevented from so doing by ill-health or death, or

(v) leaving the service of the Government before the expiry of the aforesaid period of seven years without the permission of the Government, or

(vi) being dismissed from the service of the Government on account of negligence or failure to attend to duties, idleness, in subordination or mis-conduct before the expiry of the aforesaid period of seven years.

Notwithstanding anything contained in this clause and without prejudice to any other remedy available to the Government under any Law for the time being in force, the Government shall have the right to invoke the provision of J&K Land Revenue Act and recover any amount which becomes due to it in terms of this agreement from the apprentice or surety as arrears of Land Revenue.

7. If any dispute, doubt, question or difference shall at any time hereafter arise touching and concerning the construction, effect or meaning of these presents or of any matter herein contained or their respective rights and liabilities hereunder, then every such dispute, doubt, question or difference shall be referred to such Officer of the Government for arbitration under the Jammu and Kashmir Arbitration Act as the Administrative Department may nominate. The decision of the Arbitrator shall be final, conclusive and binding on the parties.

In witness whereof the parties have signed this agreement on the dates respectively mentioned against their signatures.

Signature of the Apprentice	Signature of the Surety.
Witness	Witness
Address	Address
Witness	Witness
Address	Address
	Signed for and on behalf of the Governor of Jammu and Kashmir.
Witness	
Address	
Witness	
Address	

SCHEDULE XII

Forms of Application for Pension (Form 2 to 8)

[1]Form of formal application for pension–Deleted.

---

1. Deleted vide SRO-45 dated 28-1-1980.

FORM 2–(Surety Bond)

[Referred to in Note below Article 168-B]

This bond dated____________________________has been executed by______________________S/o_________________________ R/o________________________________(hereinafter called the Government servant) and______________________S/o____________________ R/o___________________________(hereinafter called the surety) in favour of Governor of Jammu and Kashmir, hereinafter called the 'Government' under the circumstances, terms and conditions set forth herein below :–

Whereas the said Government servant has requested the Government for finalisation of his accounts without production of a 'No Demand Certificate' from the P. W. D. or other concerned Departments in respect of outstanding for the residential accommodation allotted to him from time to time as well as on account of over payments of pay, allowances, leave salary, advances etc.

And whereas the Government have agreed to finalise the said accounts of the said Government servant subject to the conditions hereinafter appearing.

And whereas at the request of the Government servant, and with the concurrence of the Government, the said_________________has agreed to stand surety for indemnifying the Government against all loss and damages on behalf of the Government servant under the terms mentioned below :–

Now this bond witnesses as under :–

(1) That the said___________________(surety) hereby guarantees the payment by the ___________________Government servant of rent and other dues in respect of residence allotted to the said_________________from time to time and also further agrees and undertakes to indemnify the Government against all loss and damage until delivery of vacant possession of the above said residence is made over to the Government.

(2) That the said_________________________surety also guarantees the payment of any amounts that may be due from the said____________to Government in respect of over payment of pay, allowances, leave salary, advances for conveyance, house building or other purposes for any amounts which may be payable to the Government by the Government servant or any amount whatsoever under or in respect of which any guarantees were given by Government on behalf of the said____________________or any other dues whatsoever of the Government.

FORM 2—*(Concluded)*

The parties have to hereby also agree that if the said______________ Government servant produces 'No Demand Certificate' from P. W. D. or other Departments concerned regarding renting of buildings or any other matter as may be required from him and also from the Head of Office in which the said____________________Government servant was last employed and in case he/she was drawing pay and allowances on gazetted bill form, the concerned Audit Officer has certified that nothing is now due to the Government from the said________________________then, the above written bond or obligation shall be deemed to have been determined or else it shall remain in full force and virtue.

____

(1) Witness :

____

Government Servant.

(2) Witness :

Surety.

[1]FORM 3

[Details of Family]

Details of family for unmarried/married Government servants

1. Name of the Government servant ______________________

2. Designation ______________________

3. Date of birth (Refer to Art. 35-A of J&K Civil Service Regulations) ______________________

4. Date of appointment ______________________

5. Details of family as on ______________________

A.—For unmarried Government servants

S. No.	Name of the member of family	Date of birth	Occupation	Initial of Government servant	Initial of Head of Office D. D. O.
1	2	3	4	5	6

1. Father (Name______________________)

2. Mother (Name______________________)

3. Brothers below the age of 18 years (Name______________________)

4. Unmarried sisters/widowed/divorced sisters (Names______ ___ ______________________)

B—For married Government servants

1. Wife in the case of male officer (Name______________________)

2. Husband in the case of female officer (Name______________________)

3. Son(s) in the order of their ages (Name(s)______________________)

---

[1] Recast vide SRO-312 dated 29-11-1995.

4. Unmarried/widowed/divorced daughter(s) (Name(s)__________________)

5. Brother(s) below the age of 18 years/unmarried or widowed/divorced sister(s) (Name(s)____________________________________)

6. Father (Name______________________________)

7. Mother (Name______________________________)

Place________________________ Signature of Government servant.

Dated________________________

Note 1.—Every Government servant at the time of initial appointment shall declare his family strength in the above form. Where there is any chance in his family strength he shall intimate the same to the concerned Head of office/Drawing and Disbursing Officer in writing. A copy of the said Form shall be attached with the service book of the concerned official for recording changes in the family strength from time to time under the signatures of both the concerned officials and Drawing and Disbursing Officer/Head of Office. The first salary shall not be disbursed/released unless he/she has amongst other formalities prescribed under the rules, also filled up this Form.

Note 2.—The above procedure shall apply *mutatis mutandis* in respect of existing Government servants both Gazetted and Non-Gazetted who shall complete this form within three months from the date of issue of this Notification.

[1]Form 4—Deleted.

---

[1] Deleted vide SRO-45 dated 28-1-1980.

[1]FORM 5

(Referred to in Government Instruction below Article 284)

Particulars to be obtained by the Head of Office from the retiring Government servant before eight months of the date of his retirement.

1. Name of the Government servant.
2. Date of birth/Retirement.
3. Two specimen signatures duly attested (to be furnished in a separate sheet).
4. Three copies of passport size joint Photographs of the Government servant with his/her wife/husband.
5. Present address.
6. Two slips showing the particulars of height and personal identification marks duly attested.
7. Address after retirement.
8. Name of the Treasury/Bank branch through which the Government servant wants to draw his pension.
9. Details of the family in Form 3.

Place : Signature

Date : Designation

Department/Office.

Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name.

If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give the thumb and finger impression of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested.

---

[1] Inserted vide SRO-45 dated 28-1-1980.

Where it is not possible for a Government servant to submit a photograph with his wife/her husband, he/she may submit separate photographs. The photographs shall be attested by the Head of Office.

Any subsequent change of address should be notified to the Head of Office/Audit Officer.

[1]FORM 5

[Referred to in Article 249-O]

This deed is made this______________________________day of _________________________between the Governor of Jammu and Kashmir (hereinafter called the Government') of the one part and Shri____________________S/o___________________________ R/o______________________(hereinafter called the beneficiary) of the second part and Shri_________________S/o____________________ R/o______________________________(hereinafter called the surety) of the third part.

Whereas Shri__________________working as_______________(or, receiving a pension of Rs.__________________from the Government) is reported to be missing and has not been heard of ever since and is believed to be dead ; and whereas the Government has sanctioned a sum of Rs.__________per month as relief) (hereinafter referred to as the relief) in favour of the family of the said Shri__________________; and

Whereas the beneficiary being entitled in terms of the succession certificate granted by__________to receive the said relief has undertaken to pay on demand in lump the entire amount of relief that may have been paid to him from time to time in case the said Shri__________is traced alive.

Now, therefore, this deed witnesses and the parties hereto hereby agree as follows :--

1. That for the consideration aforesaid the beneficiary and the surety hereby undertake and bind themselves jointly and severally to pay on demand to the Government the entire amount of relief that have been paid to the beneficiary from time of time in case the said Shri__________________is traced alive.

The beneficiary and the surety further agree jointly and severally that they will at all times indemnity and keep harmless the Government from all claims and demands made and all actions and proceedings taken against the Government by the said Shri____________________or any other person claiming under him in respect of the said relief or any part thereof.

In witness whereof the parties hereto have signed this deed in token of acceptance thereof.

Signed by the beneficiary	Signed for and on behalf of the Governor of Jammu and Kashmir.

---

1. Inserted vide F. D. Notification SRO-607 dated 16-12-1971.

Witness

Address

Dated

Witness

Address

Dated

Signed by the surety

1. Witness

   Address

2. Witness

   Address

1. Witness

   Address

2. Witness

   Address

[1]FORM 6

(Referred to in Government Instruction below Article 234)

FORM OF ORDER INTIMATING REDUCTION IN THE AMOUNT OF PENSION.

1. Name of the Government servant.
2. Father's name (and also husband's name in case of female Government servant).
3. Present or last appointment including name of establishment.
    (i) Substantive.
    (ii) Officiating, if any.
4. Orders of the authority concerned in terms of Articles 233 and 234.

The undersigned having satisfied himself that the service of Shri/Shrimati/ Kumari_______________________has not been satisfactory hereby orders that the full pension or gratuity of both which may be determined under rules shall be reduced by specified amount or percentage indicated below :

Amount of reduction in the Pension__________________________________

Amount of reduction in the Gratuity_________________________________

Signature and Designation
of the Appointing Authority.

---

[1] Inserted vide SRO-45 dated 28-1-1980.

[1]FORM 7

(Referred to in Article 284-B)

FORM FOR ASSESSING PENSION AND GRATUITY.

PART I

1. Name of the Government servant.

2. Father's name (and also husband's name in the case of a female Government servant).

3. Date of birth (by Christian era).

4. Religion and Nationality.

5. Permanent residential address showing Village/ Town/District and State.

6. Present or last-appointment including name of establishment.

   (i) Substantive.

   (ii) Officiating, if any.

7. Date of begining of service.

8. Date of ending service.

9. (i) Total period of military service for which pension/gratuity was sanctioned, if any.

   (ii) Amount and nature of any pension/gratuity received for the military service, if any.

10. Amount and nature of any pension/gratuity received for previous civil service, if any.

11. Government under which service has been rendered in order of employment.

12. Details of qualifying and non-qualifying service contained in the service book/roll or history of service attached :

    (a) Interruption and non-qualifying service.

    (b) Length of qualifying service.

---

[1] Inserted vide SRO-45 dated 28-1-1980.

13. Class of pension or service gratuity applied for by the Government servant and cause of application.

    (in case of invalid pension, medical certificate to be attached).

14. Emoluments reckoning for gratuity.

15. Average emoluments reckoning for pension.

16. Proposed Pension.

17. Proposed death-cum-retirement gratuity.

18. Proposed service gratuity, if any.

19. Date from which pension is to commence.

20. Proposed amount of the provisional pension if departmental or judicial proceeding is instituted against the Government servant before retirement.

21. Whether nomination made for

    (i) Death-cum-retirement gratuity

    (ii) Family pension

22. Whether the Government servant has paid all the Government dues.

23. Whether any reduction in pension has been made by the appointing authority, if so, enclose a copy of sanction to reduction in Form 6.

24. Complete and up to date details of family as given in Form 3

S. No.	Name of the member of family	Date of birth	Relationship with the Government servant
1	2	3	4
1.			
2.			
3.			
4.			
5.			
6.			
7.			

25. Height

26. Identification marks

27. Place of payment of pension/gratuity Treasury or Sub-Treasury

28. Head of Account to which pension and gratuity are debitable

Place :

Dated the________________ Signature of Head of Office.

PART II

Emoluments drawn during the last ten months of service.

Post held from to pay personal/special pay

Average emoluments :

Section II

1. Interruption(s) From to

2. Extraordinary leave not qualifying for pension

3. Period of suspension not treated as qualifying

4. Any other service not treated as qualifying

Total

Section III

Period of service not verified with reference to acquittance rolls.

Whether the above period has been verified in accordance with the provisions of Article 288-A (III) (IV).

PART III

AUDIT ENFACEMENT.

1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity with reasons for disallowance if any (other than disallowance indicated in Part II of this Form).

2. Amount of superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity that has been admitted.

3. Amount of superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity admissible after taking into account reduction if any in pension and gratuity made by the pension sanctioning authority.

4. The date from which superannuation/retiring/invalid/compensation/compulsory retirement pension/gratuity is admissible.

5. Head of Account of which superannuation/retiring/invalid/compensation/compulsory retirement pension and additional pension/gratuity is chargeable.

6. The amount of family pension becoming payable to the entitled members of the family in the event of death of the Government servant after retirement.

Section II

1. Name of the Government servant.
2. Class of pension or gratuity.
3. Amount of pension sanctioned.
4. Amount of gratuity sanctioned.
5. Date of commencement of pension.
6. Amount of family pension admissible in the event of the death of the Government servant after retirement.
7. Amount recoverable from gratuity.
8. The amount of cash deposit or the amount of gratuity held over for adjustment of unassessed Government dues.

Accounts Officer,
Accountant General's Office.

[1]FORM 8

(Referred to in Article 289-A).

FORM OF LETTER TO THE ACCOUNTS OFFICER FORWARDING THE PENSION PAPERS OF A GOVERNMENT SERVANT.

No.__________ Dated______________

Government of Jammu and Kashmir
Department/Office________________
Dated the______________________

To

The Accountant General,
____

Subject :--Pension papers of Shri/Shrimati/Kumari______________________ for authorisation of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Shrimati/Kumari_______________of this Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of Government servant and which need to be recovered out of death-cum-retirement gratuity are indicated below :--

(a) Balance of the House Building or Conveyance Advance Rs.____________

(b) Over payment of pay and allowance including leave salary Rs.____________

(c) Income-tax deductable at source under the Income-tax Act, 1961 (43 of 1961) Rs.____________

(d) Arrears of house rent for occupation of Government accommodation Rs.____________

(e) The amount of house rent for the retention of Government accommodation for the permissible period of one month beyond the date of retirement Rs.____________

(f) Any other assessed dues and the nature thereof Rs.____________

---

[1] Inserted vide SRO-45 dated 28-1-1980.

(g) An amount of gratuity to be withheld for adjustment of unassessed dues if any Rs.___________

Total Rs.___________

It is requested that the above-mentioned dues may be recovered out of death-cum-retirement gratuity before authorising its payment.

3. Your attention is invited to the list of enclosures which is forwarded herewith.

4. The receipt of this letter may be acknowledged and this department/ office informed that necessary instructions for the disbursement of pension and death-cum-retirement gratuity have been issued to the disbursing officer concerned.

Yours faithfully,

(Head of Office).

LIST OF ENCLOSURES :--

1. Form*5, Form 6 and Form 7 duly completed.
2. Medical Certificate of Incapacity (if the claim is for invalid pension).
3. Service Book (date of retirement to be indicated in the service book).
4. (a) Two specimen signatures, duly attested by a Gazetted Government servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions duly attested by a Gazetted Government servant.
    (b) Three copies of passport size photographs with wife/husband (either jointly or separately) duly attested by the Head of Office.
    (c) Two slips showing the particulars of height and identification marks, duly attested.
5. A statement indicating the reasons for delay in case the papers are not forwarded before six months of the retirement of the Government servant.

---

*If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form may be sent as soon as it is obtained from the Government servant.

6. Brief statement leading to reinstatement of the Government servant in case the Government servant has been reinstated after having been suspended, compulsory retired, removed or dismissed from service.

7. Address of the Government servant after retirement.

8. Declaration from the pensioner in terms of Article 291 (1).

SCHEDULE XIII

[Referred to in Articles 37-j, (Note 9 to Article 77, Article 79-c and Article 115-c)]

Terms and conditions of service of civil Government servants who take up military service during the emergency, caused by Chinese Aggression (October, 1962).

The service conditions of the Government servants in civil employ who are permitted to take up military service during the emergency caused by Chinese Aggression of October, 1962 will be governed as under :--

1. Military service means enrolled or commissioned service in any of the three wings of the Indian Armed Forces (inculding service as a Warrant Officer) rendered by the person during the emergency caused by the Chinese Aggression, 1962.

1-A. *Lien.*--Permanent civil employees shall be allowed to retain lien on their respective civil posts during the period of their absence on military service to enable them to return to their civil posts on release from military service.

The temporary civil Government servants who are permitted to take up military service should if they so apply, be permitted to return to their civil posts on release from military service provided those posts are still in existence at that time and the service rendered is 'approved' military service.

2. *Pay.*--The officers shall be entitled to draw during military service, the civil rates of pay and allowances which would have been admissible to them from time to time, if they had not proceeded on military service, or the military rates of pay and allowances, whichever are higher. In the case of officers who take up military service as J. C. Os./other ranks, the civil rates of pay and allowances which would have been admissible to them from time to time shall, however, be reduced by Rs. 25 per month on account of free rations.

Where the civil rates of pay and allowances are admissible, the difference between those rates and the military rates will be paid by the defence authorities and a debit thereof will subsequently be raised against the Civil Department concerned.

3. *Increments and promotions.*--The period of the military service shall be treated as service outside the ordinary line for the purpose of Art. 79 (b) as a result of which besides periodical increments the officials will be given such substantive or officiating promotion in the cadre in which they

were included in a substantive or officiating capacity prior to their taking up military service, to which they would otherwise have been entitled if they had not proceeded on military service.

4. *Leave.*--(a) The officers shall not be allowed to earn leave during military service according to the civil leave rules applicable to them before their transfer to military service. The amount of leave actually taken by such persons while in military service shall be deducted from their civil leave accounts. Any case of excess consumption of leave during military service shall be condoned but if the leave taken during military service is less than the leave earned during that service according to the civil leave rules, the balance will be credited to their civil leave accounts.

(b) Temporary civil Government servants will, during military service, be governed by the military leave rules in all respects.

(c) In all cases, the leave salary will be paid by the defence authorities and no leave salary contribution shall be demanded by the Civil Departments from the Ministry of Defence.

5. *Provident Fund.*--The officers shall retain their right or liability, as the case may be, of subscribing in accordance with the rules of the fund concerned, to any Provident Fund of which he is a member.

While in military service, subscriptions to the Provident Funds and Government contribution towards the account of a subscriber to the Contributory Provident Fund (State) will be calculated as laid down in the rules of different funds concerned. The Government contribution where payable, towards the Provident Fund account of a subscriber during the period of military service will form a charge against the Defence Service Estimates. Those estimates will, however, be entitled to a refund of the whole amount charged thereto on this account, or on a proportion thereof, as the case may be, in any individual case in which the whole of the Government contribution with interest thereon, or a fraction thereof, is withheld.

Government Instructions.--(i) On final selection of a civil Government to take up military service, the Defence authorities shall intimate about the final selection to the Head of Department of the Government servant and also indicate the name and address of the Military unit/formation to which details of pay and allowances etc. of the Civil Government servant should be communicated by the Civil Department.

(ii) As soon as the Civil Government servant is struck off the civil post, his Head of Department (in the case of non-Gazetted personnel) or the Accounts Officer (in the case of Gazetted personnel) shall forward his last pay certificate and the relieving orders to the Head of the Establishment to which the Government servant is expected to report for training/service. In the case of personnel selected for grant of Emergency Commission the last pay certificate has to be forwarded to the Commandant of the Officers Training School and in the case of personnel selected for JCOS/ORS, appointments, it has to be forwarded to the Pay and Accounts Officers (other ranks) concerned through the Commandant of the Training Centre/Unit, Character Roll or Service Books of the Government servants are not to be forwarded to the Military Departments.

(iii) In the case of personnel selected for Emergency Commissions, the Commandants of the Training Centre shall pay during the training period, to the Civil Government servants net civil pay and allowances as are indicated in the last pay certificates. He shall make a further deduction of Rs. 25 from the pay and allowances on account of food expenses. Such payments during the training period will be a charge on the civil services estimates, reduced by the amount of training allowance admissible under the Defence Rules. From the date of grant of the Commission the officer will start drawing military pay and allowances or civil pay and allowances whichever are higher. The Controller of Defence Accounts(Officer) will raise debits against the Civil Accountant General for the excess of civil pay and allowances over military pay and allowances and afford credits to him for the recoveries made on account of provident fund, advances etc. as noted on last pay certificate.

(iv) In the case of JCOs/ORs etc. the Commandants of the Training Centre/units shall pay to the civil Government servants either the civil pay and allowances reduced by Rs. 25 or the military pay and allowances whichever are higher. In case the reduced civil pay and allowances are higher, debit for the difference shall be raised against the Civil Accountant General by the CDA (ORS) who shall also afford credits to him for the recoveries made on account of Provident Fund advances etc., as noted on last pay certificate.

(v) For purposes of determining whether civil pay and allowances are higher than the military pay and allowances, the following elements shall be taken into account from Civil and Military Code :

Civil Pay	Military Pay
Pay as defined in Art. 27(a) (of the J & K C. S. R's) in respect of Government servants who hold a substantive appointment in the State and presumptive pay as defined in Art. 31-B, *ibid* in respect of temporary Government servants who hold a temporary appointment and have not acquired a lien on any permanent post. This includes officiating pay (other than short term officiating pay), provided that the officiating appointment so held was not in a tenure post and it is certified by the appointing authority that but for the military duty the Government servant concerned would have continued to hold the officiating appointment. Duty allowance as defined in Art. 22(c) (J&K C. S. R's) granted in lieu of a separate higher scale of pay and special pays drawing in non-tenure appointment for additions to duty or arduousness of work subject to the conditions mentioned below. will also be taken into account : (1) It must be certified that but for his military service, the Government servant would have continued to draw the duty allowance. (2) Such duty allowance will be reckoned so long as the Government servant would have drawn the duty allowance. (3) Such duty allowance will be computed in the nature of personal pay to be absorbed in future increases in pay on the civil side.	For JCOs/ORs etc. Pay including Rank Pay, Badge Pay, GS Pay, Good Conduct Pay, Length of service, Increments, Special Pay and Dearness Allowance. For Officers. Pay including Acting Rank Pay K. A. S. D. A. and dearness allowance.

(iv) All the local and compensatory allowances shall be regulated in accordance with the provisions of the Military Pay Code applicable at the place of posting. Hazard pay, high altitude allowances, field area concessions and other benefits peculiar to military service shall be payable separately in accordance with military rules.

(vii) The Head of the Department in the case of the non-Gazetted personnel, and Civil Accounts Officer in the case of Gazetted personnel, shall communicate to the Controller Defence Accounts (Officers) in the case of personnel selected for Emergency Commission and to the Commandants of Regimental Centres in the case of personnel selected for JCOs/ORs appointments, all orders including those of substantive or officiating promotion referred to in sub-rule 3 above which might have a bearing on the pay and allowances of the individuals. All increments including crossing of efficiency bars in the civil scales for these personnel shall continue to be granted as a matter of course unless a report from the Military authorities is received indicating any punishments having the effect of stoppage of increments or pay and allowances.

(viii) The Civil Government servant will continue as a member of the Provident Fund to which he was subscribing before taking over Military duties. Contribution to the Fund will be deducted by the Military authorities and recoveries made will be intimated to the Civil Accounts authorities concerned for adjustment in their books. In case any Government servant was not a subscriber of any Provident Fund before transfer to Military duty, he shall be called upon to become a member of the DSOP/AFPP Fund. In that case, the accounts of the officer will be maintained direct by the Military authorities. Any advance to be drawn from the Provident Funds shall be sanctioned by the competent Military authorities in consultation with the authorities controlling the Provident Fund concerned any payments and recoveries made will be intimated to them.

(ix) The period between the date of release of Civil Government servants from civil posts and the date on which they report themselves for training/duty to the military authorities shall be treated as duty in their civil posts, during which they would be entitled to civil rates of pay and allowances. The transit period will not be treated as duty if the Government servant avails himself of leave during the period and he will be allowed to draw only the civil leave salary for this period. The transit period shall not in any case exceed the joining time admissible under the rules applicable to the Civil Government servants concerned. The disbursement of pay and allowances to the persons concerned for such periods shall be made by the Defence authorities and necessary debits in respect thereof will be raised subsequently against the Civil Department concerned.

Similarly, at the time of release of the Civil Government servants from military service, the period between the date of their release and the date on which they report for duty in their parent Civil Department shall be treated as duty in civil posts to which they may be appointed on such reversion and they will be allowed to draw pay and allowances of those posts during that period.

These instructions will apply *mutatis mutandis* to Civil Government servants who are permitted to take up service in the Navy and the Air Force.

[1]*Note.*--The above rules shall apply *mutatis mutandis* to the Civilian Government servants who are reservists of any of the three wings of the Indian Army and are called up for training/active service whether as officers or otherwise in the emergency. They shall be entitled to the following additional concessions :--

(a) Where the reservists choose to avail themselves the leave at the credit in order to undergo training the civil leave salary and allowances may be given in addition to service pay and allowances.

(b) The period of active service will count as duty in the Civil post for purposes of leave, increments and pensions under the Civil Service Rules.

---

1. Inserted vide F. D. Notification SRO-464 dated 30-10-1963.

(c) *Conveyance.*--During active service or on voluntary resignation due to circumstances beyond control or on dismissal/removal from service or on being permitted to resign, the reservists will be entitled to conveyance to the intended place of residence in India at the same rates as admissible to corresponding ranks in the Army etc.

(d) The following concession will be allowed to reservists (other than officers) only :-

Filling up of vacancies.--The vacancies caused by the calling up of reservists may be filled on a purely temporary basis subject to the existing orders on the filling up of such vacancies for the duration of the emergency. Temporary posts which were held by reservists even if they are made permanent should not be filled on permanent basis by persons holding them temporary in their place.

(e) The following concessions will be allowed to reservists (who are officers) only :--

Travelling allowance will be admissible as under from the Defence Service Estimates :--

(1) When an officer is called up for training he will be entitled to the same travelling allowance by rail, road, river or sea on temporary duty scale as is admissible under regulations to regular officers travelling on duty. These allowances are payable only for actual journey performed and will be limited to the maximum admissible, from the place at which the Civil post is held/permanent place of residence in India, to the place of training and return or back to any other station not involving extra expenditure to the State.

When an officer is called up for active service and also on termination thereof he will be entitled to the same T. A. as above.

(2) The period of absence from duty of Civilian Government servants occasioned by their interview/medical examination etc. in connection with their joining the above organisations should be treated as special casual leave. This concession would, however, be admissible only in those cases where it may not be possible for the Government servants concerned to attend to their duties after the interview/medical examination etc. If a Government servant withdraws his candidature at the interview he would not be entitled to any special casual leave.

[1]6. *Record of Service.*--Entires in the Service Books of the Government servants allowed to take up military service shall be made as per following procedure :--

(a) Entires in Service Books regarding pay and allowances drawn in military service :--

In respect of cases where Government servants are entitled to civil rates of pay and allowances during military service, the increment including crossing the Efficiency Bar in the scale of pay will continue to be granted by the military authorities, the crossing of Efficiency Bar being subject to the specific sanction of the competent authority unless any punishment having the effect of stopping of increments or pay and allowances is reported by the military authorities. The entry should accordingly be made by the civil authorities at the appropriate time indicating that sanction to the crossing of Efficiency Bar has

---

1. Inserted vide F. D. Notification SRO-384 dated 15-9-1966.

been given where such Efficiency Bar is involved. As regards cases where Government servants are allowed military rates of pay and allowances, the entries should be made by the civil authorities after obtaining necessary information from the military authorities.

(b) Entries regarding leave availed of during military service :--

As temporary and quasi-permanent Government servants are fully governed by the military leave rules during the period of military service and do not earn any leave under the civil leave rules during such service, there is no question of making any entry in their civil leave account/service book. On the other hand, permanent Government servants earn leave under the civil leave rules during military service and allowed to carry forward the unavailed of leave, on their reversion to civil departments. In their cases, the entries in their civil leave account and service books should be made by the civil authorities after their reversion to their civil appointments.

(c) Recording of the certificate of verification of service in the service books :--

As the record of service of officers permitted to take up military service during the present emergency will be kept by the military authorities, in one form or the other and also their pay and allowances will be disbursed by them, there is no need of recording certificates of verification of service in the service books by the civil authorities concerned in respect of the period of military service. The necessary verification for this period will be done by the military authorities. On reversion of such officers to the civil appointments, a suitable note of this verification having been done by the military authorities should, however, be recorded by the civil authorities in the service book of the officer on the basis of the facts supplied by the military authorities.

The above procedure would also apply *mutatis mutandis* to Civil Government servants who are members of the Territorial Army/Auxiliary Air Force/Defence reserves and are embodied or called up.

[1]SCHEDULE XIV

Jammu and Kashmir Civil Services (Revised Pay) Rules, 1962, sanctioned vide Notification No. SRO-160 dated 6-8-1962.

1. *Short title and commencement.*--(i) These rules may be called the Jammu and Kashmir Civil Services (Revised Pay) Rules, 1962.

(ii) They shall be deemed to have come into force on the 1st day of April, 1962.

2. *Categories of Government servant to whom the rules apply.*--(i) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts in connection with the affairs of the State, including those paid from contingencies or charged to works, whose pay is debitable to the Consolidated Fund of the State.

(ii) These rules shall not apply to :--

(a) members of the All-India Services working in the State ;

(b) persons not in whole-time employment ;

(c) persons paid otherwise than on monthly basis including those paid only on a piece-rate basis ;

(d) persons lent from Central Government or other State Governments ;

(e) persons employed on contract except when the contract provides otherwise ;

(f) persons provided in the State budget but whose pay is wholly borne by the Central Government ;

(g) re-employed Government servants ;

[2]Provided that re-employed Government servant shall mean only such Government servants as have retired from Government service and have drawn for their past services gratuity or pension by debit to general revenues of any Indian State or Central Government :

---

1. Amendments sanctioned to this Schedule vide G. D. Notification SRO-398 dated 25-9-1963 shall take effect from 1st day of April, 1962, unless otherwise indicated.
2. Inserted vide F. D. Notification SRO-288 dated 10-9-1964 and SRO-190 dated 4-6-1965.

Provided further that re-employed Government servants shall not include--

(1) such persons as have been retired on compensation gratuity, or

(2) such persons as have been retired on compensation pension subject to the condition that they cease to draw such pension or any portion thereof from the date of their re-employment.

(h) personnel of J&K Militia except civilian posts ;

(i) Government servants working in the Government Commercial Undertakings except (a) those on deputation from other Departments and (b) posts borne on the cadre of Kashmir Subordinate Accounts Service :

[1]Provided that the benefit of these rules shall with effect from 1st April, 1962 be extended to other Government servants working in a Government Commercial Undertaking if as per audited balance sheet for the year 1962-63 that undertaking has earned profits.

(j) teaching and technical staff of the Polytechnics except those who are drawing such scales of pay as are obtaining in other State Services for similar posts ;

(k) Professors, Associate Professors and other officers in the scale 600-1100 in Medical College and Hospital ;

(l) Principals-cum-Advisers and Professors of Agricultural Colleges ;

(m) Principals of Industrial Training Institutes ;

(n) Specialists, by whatever designation called, working under ICAR Schemes in Agriculture Department ; and

(o) technical staff of Geology and Mining Department, except those who are drawing such scales of pay as are obtaining in other State Services for similar posts.

[2]*Note*.--Irrespective of the provisions of sub-clauses (f) and (n) above, these rules shall apply and shall be deemed to have applied with effect from 1-4-1962 in the case of Gazetted and non-Gazetted staff of the Co-ordinated Maize Breeding Scheme under the Agriculture Department.

---

[1] Inserted vide G. D. Notification SRO-398 dated 25-9-1963 as recast by G. D. SRO-38 dated 27-1-1965.

[2] Inserted vide G. D. Notification SRO-206 dated 11-7-1964.

3. *Relaxation of rules.*--Where the Government is satisfied that the operation of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as the Government may consider necessary for dealing with the case in a just and equitable manner.

4. *Definitions.*--In these rules, unless the context otherwise requires :

(1) 'Basic pay' means pay as defined in Arts. 27 and 31-B of Jammu and Kashmir Civil Service Regulations, as the case may require. [1][x x]

(2) 'Emoluments' means basic pay in the existing scale, personal allowance, dearness allowance admissible on the basic pay and ration allowance drawn under para 3 of Order No. 282-C of 1959.

[2](3) 'Existing scale' means in relation to a Government servant inculding a Government servant holding a post in a Government Commercial Undertaking to which the proviso to rule 2 (ii) (i) applies, the scale or rate of pay sanctioned for that post on the 31st day of March, 1962.

Explanation.--In the case of a Government Servant on deputation to a local fund, a coporate body whether wholly or substantially owned or controlled by Government or not, or on leave or on foreign service or under suspension, 'existing scale' includes the scale applicable to the post which he would have held but for his being on deputation, or on leave or on foreign service or under suspension.

(4) 'Revised scale' in respect of an existing scale means the scale of pay specified in Col. 2 of the schedule in respect of that existing scale. Where a particular post has been specifically mentioned in the schedule by designation, the 'revised scale' in respect of such a post means the scale indicated in Col. 2 of the schedule irrespective of its existing scale.

(5) 'Schedule' means the schedule annexed to these rules.

5. *Scale of pay of posts.*--The revised scale of pay of posts carrying the existing scale or rates of pay shown in Col. 1 of the Schedule shall be those specified in Col. 2 thereof.

6. *Drawal of pay in the revised scales.*--Save as otherwise provided in these rules, a Government servant shall draw pay in the revised scale applicable to the posts to which he is appointed.

7. *Exercise of option.*--(i) It shall be open to a Government servant in service on the 1st day of April, 1962, to retain the existing scale of pay but without existing dearness allowance, if it is more favourable to him :

---

1. Deleted vide G. D. Notification SRO-398 dated 25-9-1963
2. Substituted vide G. D. Notification SRO-38 dated 27-1-1965.

Provided that the option shall be exercised in writing so as to reach the authority mentioned in sub-rule (ii) within three months of the date of issue of these rules :

Provided further that :--

(a) in the case of a Government servant who is on that date on leave or deputation or foreign service outside the State, the option shall be exercised in writing so as to reach the prescribed authority within three months of the date of his taking over charge of his post in the State, and

(b) where a Government servant is under suspension on the 1st of April, 1962, the option may be exercised within three months of the date of his return to duty.

(ii) The option shall be intimated by the Government servant--

(a) if he is a Gazetted Government servant, to the Accountant General ;

(b) if he is non-Gazetted Government servant, to the Head of his Office.

(iii) If the declaration regarding option is not received within the time mentioned in sub-rule (i) the Government servant shall be deemed to have elected the revised scale of pay with effect from the 1st April, 1962.

(iv) The option once exercised is final.

(v) No Government servant shall be adversely affected in his seniority or other conditions of his service merely by reasons of his exercising the option to retain the existing scale or rate of pay under this rule.

[1]Note.--Note 3 below Rule 10 applies here also.

8. *Treatment of duty allowances.*---(i) All duty allowances drawn at present by various Government servants shall continue to be drawn by them at the rates already sanctioned :

Provided that such duty allowances shall cease to be drawn as soon as the duties for the performance of which the allowance was sanctioned cease, or the Government servant concerned ceases to perform the present duties, as the case may require.

---

[1] Inserted vide G. D. Notification SRO-398 dated 25-9-1963.

(ii) In future no duty allowance shall be made unless it strictly conforms to the provisions of Art. 22-C of Jammu and Kashmir Civil Service Regulations.

9. *Treatment of allowances other than duty allowances*.--All allowances other than those treated as part of emoluments or not specifically provided for in these rules shall remain unaffected and shall continue to be drawn by the Government servant concerned under rules, if any, applicable to such allowances.

10. *Fixation of pay in the revised scale*.--Subject to the initial pay of a Government servant being fixed at a rate not lower than that provided in rule 11 for that Government servant the initial pay of a Government servant who elects or is deemed to have elected under rule 7 (iii), the revised scale from the 1st of April, 1962, shall be fixed with reference to his emoluments on that date in the following manner (a) in respect of his substantive pay in permanent post on which he holds a lien or would have held a lien if it had not been suspended, (b) in respect of his presumptive pay in the temporary post if he has no substantive appointment on a permanent post, and (c) separately in respect of his susbstantive pay in the permanent post on which he holds a lien or would held a lien if it had not been suspended and in respect of his pay in the officiating post held by him :--

(1) If the emoluments fall below the minimum of the revised scale, the initial pay of the Government servant shall be fixed at the minimum of the revised scale ;

(2) If the emoluments coincide with a stage in the revised scale the initial pay shall be fixed at the stage next above his emoluments ;

(3) If the emoluments are intermediate between two stages of the revised scale, the initial pay of Government servant shall be fixed in the revised scale at the stage next above his emoluments ; and

(4) If the emoluments exceed the maximum of the revised scales, the pay of the Government servant shall be fixed at the maximum of the revised scale and the difference allowed as personal allowance :--

Provided that in case of Government servants falling under (c) above and whose initial pay has been fixed separately in respect of his substantive post and post held in officiating capacity, the Government servant concerned shall draw the initial pay either at the pay so fixed in the officiating scale or at the pay that may be admissible to him under rules in the officiating scale on the basis of his revised substantive pay, whichever is more favourable to him [1][x x x] :

---

[1] Deleted vide G. D. Notification SRO-398 dated 25-9-1963.

Provided further that if the pay of a Government servant in the revised scale exceeds his emoluments by an amount of less than Rs. 5, he will be given an increment of Rs. 5 over his emoluments and his pay in the revised scale allowed at that amount fixed at the stage immediately below, the difference being allowed as personal allowance to be adjusted in next increment.

Note 1.--The pay of a Government servant appointed after 1st April, 1962, but before the date of issue of these rules shall be fixed on the date of their appointment in the same manner as for other Government servants on 1st April, 1962.

[1]*Note* 2.--The pay fixed in the revised scale on 1st day of April, 1962 shall if that is more advantageous to the Government servant concerned be refixed on any enhancement in the old rate of pay and, or dearness allowance whether as a result of grant of increment or otherwise from 1st day of April, 1962 to the date of issue of Notification No. SRO-160 (6th August, 1962), or date of issue of this Notification in respect of Government servants to whom Rule 2 (ii), (i) applies. Such refixation, where made shall take effect from the date of enhancement in the old rate of pay and/or dearness allowance.

[2]*Note* 3.--Reference to 1st day of April, 1962 whenever made in this Rule and Notes thereunder shall be construed as reference to 1st day of April, 1963 'in respect of Government servants to whom proviso to Rule 2 (ii), (i) applies'.

11. *Initial higher starting salaries.*--The following initial higher starting salaries shall be allowed in certain cases to the Government servants possessing the qualifications indicated :--

(1) Teachers in Education Department :

[2]Qualifications	Initial higher starting salary in the scale of			
	70-6-100-EB-8-180	80-8-120 EB-8-200	100-10-200-EB-10-280	145-15-250 EB-20-350
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.
(a) Matriculate, Intermediate and Higher Secondary (Trained).	82	88	110	...
(b) Graduates (excepting Science Graduates) Honours in Languages.	88	96	120	...
(c) Graduates in Science.	94	104	130	...
(d) Holder of Masters Degree and Trained Graduates	100	112	140	205

---

1. Inserted vide G. D. Notification SRO-398 dated 25-9-1963.
2. Substituted *ibid.*

1	2	3	4	5
(e) Masters degree holders with a degree in Education.	116	128	160	205

Note.--In case of teachers who possess Honours in Languages in addition to being full Matriculates/Intermediates/Graduates, M. A. and M. Sc. the initial starting salary shall be fixed by adding two additional increments to the rates shown above.

(2) Rangers in Forest Department :

Qualifications	Initial higher starting salary in 150-10-250-EB-10-300
	Rs.
B.A./B.Sc. with D. D. R. Training	200

12. *Special treatment for certain posts.*--There shall be two scales of pay to be called Grade I and Grade II in respect of Doctors possessing M.B.B.S. degree, Dental Surgeons possessing B. D. S. degree, Assistant Engineer having at least Degree in Engineering and Lecturers. All existing incumbents recruited prior to 1st August, 1960, possessing the qualification prescribed for the posts shall be placed in Grade I as shown in the schedule. Those who are recruited after that date shall be entitled to get Grade II of the respective posts. Further that 33½% of the total number of posts in the respective cadres rounded to next whole number shall in future be placed in Grade II and the rest in Grade I. This allocation between Grade I and Grade II shall not, however be enforced in full till the requisite number of posts in Grade II is available in ordinary course by vacancies in the respective cadres and till that happens, no promotions shall be admissible from Grade II to Grade I. Those in Grade II shall in future be entitled to go in Grade I only after two years completed service in the lower Grade subject to availability of vacancy.

[1]*Note* 1.--For purposes of this rule and the schedule annexed, doctors possessing the following qualifications shall be treated as equivalent to doctors possessing M. B. B. S. degree :---

(a) degrees recognised as equivalent to M. B. B. S. under any law, rule or order for the time being in force ;

(b) Licentiates qualification with a diploma or any degree in a special line like Radiology, Ophthomology, Family Planning, Dermatology, Psychiatry, Tuberculosis etc.

[2](c) Licentiate qualifications with special line training referred to at (b) above undergone before these rules came in force, even though a diploma or degree may not have been obtained in such special lines for the reasons that the concerned institution was not issuing such degree

---

1. Inserted vide G. D. Notification SRO-398 dated 25-9-1963.
2. Inserted vide G. D. Notification SRO-160 dated 14-4-1966.

or diplomas in favour of the trainees, provided that the Director Health Services certifies that such a training had been undergone and that the course was of adequate standard to ensure efficient knowledge for the official.

This shall be deemed to have come into force w. e. f. 1-4-1962.

[1]Note 2.--25% of vacancies in Grade II of Assistant Surgeons (250-600) may be filled in by promotion from Grade III (200-400) by selection.

13. *Qualification and Efficiency Bars.*--(i) Notwithstanding anything contained in these rules departmental test and technical qualifications prescribed for appointment to a post or for promotion from one post to another or for drawal of increment shall continue to be operative as heretofore for the revised scales also.

(ii) Future appointments to the cadre of Village Chowkidars shall be made only from those persons who have at least passed Middle standard examination. [1][This condition may, however, be relaxed by the Administrative Department (Revenue) in special cases.]

(iii) No person shall in future be appointed to the cadre of Patwaries unless he is at least a matriculate and has received the prescribed training. For admission to Patwar Class of Revenue Training School, the minimum qualification necessary shall be matriculation :

Provided that this shall not apply to non-matriculates already under training or those who have received the training on the date of issue of these rules. They shall be entitled to be appointed to the cadre of Patwaries Grade I.

[2](iv) No Government servant shall be allowed to cross the efficiency bar prescribed in a scale unless (a) he possess the qualifications, if any, prescribed for holding the scale, (b) his confidential rolls for the last three years have been consistently good, and (c) his work and conduct is certified to be good by the appointing authority in the case of non-Gazetted Government servants, and by the Administrative Department concerned in the case of Gazetted Government servants.

14. *Date of next increment in the revised scale.*--The next increment of a Government servant, whose pay has been fixed in the revised scale in accordance with rule 10, shall be granted on the date he would have drawn his increment, had he continued in the existing scale :

Provided that in case of a Government servant who has been drawing the maximum of existing scale of pay on 1st day of April, 1962, the date of his next increment shall be as admissible under Jammu and Kashmir Civil Service Regulations :

---

1. Inserted vide G. D. Notification SRO-504 dated 20-12-1968.
2. Substituted vide G. D. No. 66-F of 1969 dated 14-2-1969.

[1]Provided further that in case of a Government servant to whom Note 2 to Rule 10 applies, the date of next increment shall be regulated according to the date on which his pay in the revised scale was refixed after 1st April, 1962.

Note.--Note 3 below Rule 10 applies here also.

15. *Exercise of powers.*--The powers (administrative as well as financial) in respect of appointments, dismissals, suspensions, transfers, grant of leave and advances etc., vested in various authorities in regard to existing scales of pay shall continue to be exercised by them in respect of the corresponding revised scales.

16. *Stipends and scholarships.*--Stipends and scholarships granted for training in various institutions, both inside and outside the State, shall not be affected by these rules :

Provided that where Government servant under training is allowed stipend in lieu of his pay (substantive or presumptive), his pay shall be regulated under these rules and stipend allowed at a rate equal to his revised pay.

17. *Creation of new posts.*--No posts shall be created in future under the Government except in one of the revised scales shown in the schedule.

18. *Power of interpretation.*--Any question relating to the interpretation of these rules shall be referred to the Chief Secretary whose decision thereon shall be final.

---

[1] Inserted vide G. D. Notification SRO-398 dated 25-9-1963.

THE SCHEDULE

[Referred to in Rule 5 of the Revised Pay Rules]

Existing scales/rates of pay	Revised scale of pay
1	2
1. Rs. 15 Village Chowkidars	Rs. 25
2. **PETTY ESTABLISHMENT**	
(i) Rs. 25 or below Consolidated	Rs. 40-1-50
(ii) Graded Posts whose maximum is Rs. or below.	
3-A. Whole-time scavengers in all Departments.	[1]Rs. 50 excepting scavengers a time scale of pay to whom such other higher scale of pay as may be admissible under any other entry of this schedule on the basis of existing scale or rate of pay shall be allowed.
3-B. Rs. 26 to Rs. 50 Consolidated.	
(i) (excepting Asstt. Patwaries) on Rs. 40	Rs. 65-1-80
(ii) 25-1-30	
(iii) 20-1-35	
(iv) 20-1-25	
4. (i) Rs. 51 to Rs. 60 Consolidated	Rs. 65-2-95
(ii) 25-2-55	
(iii) 40-1-50	
(iv) 35-1-50	
(v) 30-2-50	
(vi) 35-1-40	
(vii) 30-1-35	
(viii) 45-2-55	
5. (i) 45-2-65	Rs. 65-2-85-EB-3-100
(ii) 40 Consolidated Asstt. Patwaries	
(iii) 50-4-82 (non-matric and untrained Patwaries only). This revised scale will be called Grade II for Patwaries	

Substituted vide G. D. Notification No. SRO-398 dated 25-9-1963.

	Existing scales/rates of pay	Revised scale of pay
6.	(i) 50-5-75 (ii) 60-3-75 (iii) 40-4-80 (iv) 50-3-80 (v) 50-4-82 (excluding such Patwaries as are both non-matric and untrained). Untrained matriculate Patwaries working in the Department on the date of these rules will also get this scale but will not draw an increment after two years if they do not acquire necessary qualifications. This revised scale will be called Grade I for Patwaries. (vi) 61 to 80 Consolidated.	Rs. 65-5-100-EB-5-120
7.	(i) 50-5-90 (ii) 75-3-90 (iii) 50-5-100 (iv) 75-5-100 (v) 60-5-100 (vi) 81 to 100 Consolidated.	Rs. 70-6-100-EB-6-130
8.	(i) 50-5-90-6-120 (excepting Teachers) (ii) 80-8-120 and Physical Instructors	Rs. 90-6-120-EB-8-160
[1]9.	TEACHERS AND PHYSICAL INSTRUCTORS OF EDUCATION DEPARTMENT.	
	(i) 50-5-90-6-120	(i) Rs. 70-6-100-EB-8-120
	(ii) 70-6-130	(ii) Rs. 80-8-120-EB-8-200
10.	70-6-130 [trained Nurses (excluding degree holders) and such untrained Nurses as are working in the Department at present]	Rs. 100-6-148-EB-8-180

---

[1] Substituted vide G. D. Notification SRO-398 dated 25-9-1963.

Existing scales/rates of pay	Revised scale of pay
11. (i) 70-6-130 (excluding Teachers and Nurses)	Rs. 100-8-140-EB-10-200
(ii) 60-4-80-5-170	
(iii) 100-5-125	
(iv) 80-6-110-7-145	
(v) 90-6-150	
(vi) 100-5-150	
(vii) 125-5-150	
(viii) 101 to 150 Consolidated	
12. Forest Rangers untrained or locally trained (Not D. D. Rs. appointed after the date of these rules).	Rs. 100-5-150-EB-5-200
[1]13. TEACHERS OF EDUCATION DEPARTMENT.	
(i) 100-7-135-8-175	Rs. 100-10-200-EB-10-280
(ii) 80-8-200	
14. (i) 125-7-160	Rs. 140-10-200-EB-10-250
(ii) 125-5-175	
(iii) 100-7-135-8-175 (excepting Teachers of Education)	
(iv) 120-8-200	
(v) 140-6-200	
(vi) 100-5-120-8-200	
(vii) 100-10-200	
(viii) 151 to 200 Consolidated	
15. (i) 80-5-120-8-200	Rs. 110-8-190-EB-10-250
(ii) 80-8-200 (excepting Teachers)	
16. (i) 90-6-150-10-230	Rs. 150-10-250-EB-10-300
(ii) 90-6-120-10-230	
	Note. This revised scale is available for Forest Rangers with D. D. R. qualification and those working on the posts on the date of issue of these rules.

---

[1] Substituted vide G. D. Notification SRO-398 dated 25-9-1963.

		Existing scales/rates of pay	Revised scale of pay
17.	(i)	150-10-250 (excluding Doctors and Sisters in Medical Department, Agricultural Assistant and Veterinary Surgeons)	Rs. 145-15-250-EB-20-350
	(ii)	120-8-200-10-280	
	(iii)	100-7-135-10-165-15-300	
	(iv)	150-7-185-8-225	
	(v)	100-10-180-15-300	
	(vi)	150-10-240-15-300	
18.	(i)	150-10-250 (Doctors to be designated in future as Asstt. Surgeons Grade III and Sisters, not degree holders of Medical Department)	Rs. 200-20-300-EB-25-400
	(ii)	150-15-300	
	(iii)	200-10-300	
	(iv)	200-20-300	
	(v)	250-15-325	
	(vi)	200-25-300	
	(vii)	175-15-325 (other than Tehsildars and other Officers of Revenue Department)	
	(viii)	200-300 Consolidated	
	(ix)	150-15-300-25-400	
	(x)	Vaids and Hakims (who are at least matriculates and possess a recognised degree)	
19.	(i)	175-15-325 (Tehsildars and other Officers of Revenue Department)	Rs. 250-25-350-EB-30-500
	(ii)	200-15-350	
	(iii)	200-20-400	
	(iv)	200-25-400 (excluding Medical Department)	
	(v)	300-20-400 and 300-25-400	
	(vi)	200-20-300-25-400 and 250-15-340-20-400	
	(vii)	Lecturers Grade II	
	(viii)	301-400 Consolidated	
	(ix)	Dental Surgeons Grade II	
	(x)	Agriculture Assistants, Agriculture Extension Officers, posts in Education Department and equivalent posts in Agriculture Department on which B. Sc. (Agriculture) are working and Veterinary Asstt. Surgeons,	

	Existing scales/rates of pay	Revised scale of pay
	Extension Officers Animal Husbandry and equivalent posts on which graduates in Veterinary Science are working	
20.	(i) 200-15-350-25-500 (ii) 200-20-300-25-500 (iii) 200-25-500 (iv) 250-25-500 (excluding Medical Department) (v) 300-25-500 (Education Department) (vi) 225-25-500 [1](vii) 275-25-500 (viii) 275-25-600 (ix) Dental Surgeons (BDS) Grade I (x) Lecturers (Grade I)	Rs. 300-30-450-EB-30-600
21.	(i) Asstt. Engineers Grade II (ii) Assistant Surgeons Grade II (M. B. B. S.) and equivalent posts in Medical College and existing Grade I Assistant Surgeons who are not M. B. B. S. (iii) Nurses (at least degree holders)	Rs. 250-25-450-EB-30-600
22.	(i) 200-25-400 Medical M. B. B. S. Asstt. Surgeons Grade I and equivalent posts in Medical College (ii) Assistant Engineers Grade I (iii) 250-25-500 (Medical Department) (iv) Sisters in Medical Department (at least degree holders only)	Rs. 300-30-420-EB-35-700
23.	(i) 300-20-500 (except Asstt. Engineers) (ii) 300-25-500 (excluding Medical and Education Department) (iii) 300-25-550 (iv) 401 to 600 Consolidated	Rs. 400-25-500-EB-40-700
24.	(i) 300-25-500 (Medical Department) (ii) 300-25-450-30-600 (excluding Non-IPS Superintendents of Police) (iii) 300-25-450-30-600/700 (iv) 400-25-500-40-700 (v) 400-25-600 (vi) 300-25-550	Rs. 450-30-600-40-800

Substituted vide G. D. Notification SRO-398 dated 25-9-1963.

	Existing scales/rates of pay	Revised scale of pay
	(vii) 400-25-700 (Medical Department)	
	(viii) 601 to 800 Consolidated	
25.	Superintendents of Police (Non-IPS).	Rs. 450-35-660-40-900
26.	(i) 400-25-500-40-700	Rs. 500-40-700-50-1000
	(ii) 500-25-750 & 500-25-700	
	(iii) 500-25-550-40-750	
	(iv) 500-25-600-40-800	
	(v) 500-25-850	
	(vi) 400-25-700	
	(vii) 600-40-800	
	(viii) 801 to 999 Consolidated	
27.	(i) Commissioner (Non-IAS)	Rs. 800-50-1100
	(ii) Deputy Inspector General of Police (Non-IPS)	
	(iii) District and Sessions Judge (two posts Jammu and Srinagar)	
28.	(i) 600-40-800-50-900	Rs. 850-50-1250
	(ii) Consolidated pay above Rs. 999	

[1]SCHEDULE XV

Jammu and Kashmir Family Pension-cum-Gratuity Rules, 1964

GENERAL

1. These Rules may be called the "Jammu and Kashmir Family Pension-cum-Gratuity Rules, 1964".

[2]2. They shall be deemed to have come into force on the 1st day of August, 1964 and shall apply to all such claims arising on or after that date, and to the claims which were pending with the General Department on 1-8-1964.

Note.--The sanctioning authorities while processing the claims which were pending with the General Department on 1-8-1964 shall, when forwarding such cases to the Audit Office, furnish that office a copy of the General Department communication authorising the disposal of the case under the provisions of these rules. Where the sanctioning authority is itself the General Department, they will attach with the pension case a certificate to this effect separately.

3. (i) Save as otherwise provided by or under these rules, these rules apply to such Government servants only who die while in harness and had during their active service held a lien on a permanent post or held a quasi-permanent appointment and were otherwise too eligible to earn gratuity or pension from the Consolidated Fund of the State, had they survived after attaining the age of superannuation.

(ii) Subject to the provisions made in rule 20 (i) of these rules, these rules also apply to Government servants who die after retirement.

(iii) Government may, however, extend the application of these rules to such individual cases of Government servants also, who are under the rule making power of the Governor but are borne on non-pensionable establishment, and are ordinarily ineligible to earn pension.

(iv) Where the application of these rules is specially extended in the individual cases borne on non-pensionable establishment, the service rendered by them and the emoluments drawn shall, for purposes of these rules, be treated as qualifying and count for gratuity or pension, and the award of pension or gratuity in such cases shall be fixed by the Government in consultation with the Finance Department.

[3]3-A. Notwithstanding the provisions contained in rule 3(i) above the rules in "Section B Family Pension" of these rules shall from the 1st day of April, 1965 apply to all Government servants borne on the pensionable establishment, whether temporary or permanent, who were in service on the

---

1. Amendments to this Schedule sanctioned vide F. D. Notification No. SRO-157 dated 14-4-1966 shall be deemed to have come into effect on 1-4-1965 unless stipulated otherwise in any particular rule.
2. Recast vide F. D. Notification No. SRO-175 dated 25-5-1965.
3. Inserted vide F. D. Notification SRO-157 dated 14-4-1966.

said date or are recruited thereafter. Rule 12 in Section A "Death Gratuity" of these rules will not from 1st day of April, 1965 apply to such Government servants to whom rules in section B apply from that date.

[1]3-B. (i) Government servant to whom rule 3-A is applicable and have completed one year's continuous service, or as soon as such a Government servant completes one year service, he shall give details of his family in Form 3 (Schedule XII to the Head of his Office).

(ii) If a Government servant has no family he shall furnish the details in Form 3 as soon as he acquires a family.

(iii) The Government servant shall communicate to the Head of Office, any subsequent change in the size of his family including the fact of marriage of his female child.

(iv) The Head of Office shall, on receipt of the said Form 3 paste it in the service book of the Government servant concerned and acknowledge receipt of the form and all other communications received from the Government servant in this behalf.

(v) The Head of Office on receipt of communication from the Government servant regarding change in the size of family shall incorporate such change in Form 3.

4. Grant of pension or gratuity under these rules except in cases falling under rule 3 (iv) shall be sanctioned by the authority which would sanction the pension of the deceased officer had he retired on the date following his death. In the case of retired Government servant it will be sanctioned by the authority who sanctioned his pension at the time of his retirement.

5. An award made under these rules, unless otherwise provided shall not affect any other pension or gratuity for which the family of the deceased Government servant/Pensioner may be eligible under any other rules for the time being in force :

[2]Provided that widow/widowers of such Government servants as are governed by these rules as amended vide SRO-157 of 14-4-1966 shall not be entitled to any other family pension granted under any other rules for the time being in force.

6. Every grant of pension under these rules is subject to the provision of Article 168 of the Jammu and Kashmir Civil Service Regulations, which prescribes the future good conduct of the recipient of pension as an implied condition for such grants.

---

1. **Inserted vide SRO-45 dated 28-1-1980.**
2. **Inserted vide F. D. Notification SRO-472 dated 14-12-1966.**

7. Grants of pension made under these rules shall ordinarily have effect from the day following the date of death of the Government servant/pensioner, unless the order sanctioning the award specified it otherwise.

[1]7-A. In the case of death of a pensioner whose beneficiaries may be eligible to family pension, the payment of family pension shall be made from the first of the month following the month in which death takes place. In case of death of an employee while in -service, the family pension shall be payable from the date following the date of death of an employee.

8. No gratuity or pension may be granted under these rules if the officer's death was caused owing to intemperate habits or misconduct.

[2]*Government Instructions.*–Committal of suicide by a Government servant does not debar his beneficiaries from the family pension and/or gratuity.

9. In respect of matters of procedure all awards under these rules are subject to any procedural rules relating to ordinary Gratuity/Pension in force for the time being to the extent that such procedural rules are applicable and are not inconsistent with these rules.

[3]9-A. The rules in Section "A" (Death Gratuity) shall apply in the case of such deceased officers who die after completing 5 years qualifying service, but less than 20 years, and the rules in Section "B" (Family Pension) in the case of such deceased officers who die after completing 20 years qualifying service. Where Death Gratuity is sanctioned the benefits of family pension cannot be claimed, or *vice versa.*

[4]Note 1.–The restriction in rule 9-A above do not apply to such Government servants to whom the provisions of Art. 240-A to 240-F of these Regulations apply.

[3]Note 2.--The provisions of the above rule shall not apply in respect of Government servants who were in service on 1st April, 1965 or were recruited thereafter.

10. When a claim for family pension or gratuity under these rules arises the Head of the Department or Office in which the deceased Government servant was employed will satisfy himself in regard to :–

(i) the circumstances in which the deceased Government servant lost his life ; and

(ii) the relationship of the claimants.

He will then process the case for sanction in the same manner in which a case of ordinary pension is done. The application should be in the form prescribed in the annexure to these rules.

---

1. Inserted vide F. D. Notification SRO-37 dated 30-1-1984.
2. Inserted vide F. D. Notification SRO-249 dated 30-5-1977.
3. Inserted vide F. D. Notification SRO-175 dated 26-5-1965.
4. Inserted vide F. D. Notification SRO-57 dated 24-2-1966.

[1]Note 1.--On receipt of the death report in respect of a Government servant an intimation in the form given below, shall be sent by the Head of the Office/Department to the person to whom arrears of pay etc., in respect of the deceased are paid or are payable under rule 4.4 of the J&K Financial Code Vol. I. In the case of a pensioner, however, the necessary intimation shall, on receipt of the death report, be sent by the Treasury Officer concerned to the person to whom arrears of pension are paid or are payable under Art. 303 and 303-A of the J&K Civil Service Regulation Volume I. The intimation about the death of a pensioner shall also be simultaneously communicated by the Treasury Officer to the Head of the Office/ Department, along with a statement of pension so far paid in order to enable him to take further action in the matter.

The requisite action prescribed above should be taken on receipt of a formal claim from the parties concerned supported by the requisite legal authority.

FORM

Shri/Shrimati..............................is informed that a Family Pension/Death Gratuity is payable to the Late Shri/Shrimati......................................of...(address).

In terms of the Schedule XV of the J & K Civil Service Regulations, Vol. I, it is requested that a formal claim of Family Pension/Death Gratuity may be submitted by
(his/her legal heirs supported by a succession certificate)
--as indicated in Rule 11 of the said rules
(a member of his/her family)
in the enclosed Form [2]17 of the..
(Designation and address of the sanctioning authority)
for necessary action.

[2]Note 2.--On receipt of the application in Form [3]17 as indicated above the Head of Office/ Department should consistent with the provisions of Rule 9 above arrange for verification of the Government servant's service in the prescribed manner and should determine the amount of family pension. The application should then be forwarded to the Accountant General for necessary check. After the Accountant General has applied the necessary check and certified the admissibility of family pension, the competent authority indicated in Rule 4 above, will accord formal sanction to the payment of the pension. The sanction should indicate the name of the person to whom it is payable and also the period up to which it is payable. On receipt of the sanction the Accountant General will issue the family pension payment order indicating the event, if any on the happening of which the payment should be stopped.

When a person to whom a family pension has been sanctioned dies or becomes ineligible for the pension and the same is admissible to be regranted under provisions of Rule 24 (b), the foregoing procedure should be followed.

If a family pension is payable to a minor and at the time of sanctioning pension he has a regularly appointed guardian, the pension may be sanctioned as payable through such guardian. In such cases a descriptive roll (in duplicate) of the person who may be authorised to receive payment should accompany the application.

[4]*Government Instructions.*–A doubt has arisen, whether in cases where a natural guardian of a minor is living the pension be paid to him through such guardian and appointment of a regular guardian dispensed with in such cases. It has been decided that in cases where family pension becomes payable to a minor in the event of re-marriage or death of the widow or

---

1. Inserted vide F. D. Notification SRO-175 dated 26-5-1965.
2. Inserted vide F. D. Ntification SRO-157 dated 14-4-1966.
3. Substituted vide F. D. Notification SRO-45 dated 28-1-1980.
4. Inserted vide F. D. Notification SRO-621 dated 8-12-1973.

widower or otherwise the pension may be granted to the minor through the natural guardian, if any, otherwise through their *de fecto* guardian on production of indemnity bond etc. on the analogy of the instructions contained in Article 240-G.

[1]11. For purpose of these rules the term "Family" shall mean—

(a) Wife in the case of male officer (see Explanation I below) ;

(b) Husband in the case of female officer (see Explanation II below) ;

(c) Minor sons (Subject to the Explanation III below) ;

(d) Un-married and widowed daughters/divorced daughers ;

(e) Brother (s) below the age of 18 years and un-married or widowed sisters/ divorced sisters ;

(f) Father ; and

(g) Mother.

Explanation I

(i) Wife/husband shall cease to be a member of family of the employee on her/his being divorced by husband/wife as the case may be ;

(ii) The term wife shall include plural wives ;

(iii) It will be irrelevant whether the marriage has been contracted during the service of the employee or after retirement ;

(iv) It will be irrelevant whether the living widow/widows of the deceased employee has/have become the wife of such an employee by way of his first marriage or subsequent marriage.

Explanation II

(i) It will be irrelevant whether the deceased female emloyee had married during the course of her service or after retirement.

(ii) It will be irrelevant whether the husband is out of first marriage or of a subsequent marriage follwoing death or/divorced from the pervious husband.

Explanation III

Minor sons for the purpose of this rule shall mean sons having the age they remain entitled to family pension as per Note 2 below Rule 21.

Note 1.— Minor son (s) and un-married daughter (s) shall include step children adopted children and posthumous children having the age they remain entitled to family pension. Adopted child/childern shall mean child/children adopted by Government servant before or after retirement provided such Government servant had no issue of his/her own. The adoption document shall be registered in a Court of Law. No other document such as succession certificate, will, dead, affidavit etc. be accepted for grant of family pension.

Note 2.— The divorced daughter (s)/divorced sister (s), subject to all other conditions shall be eligible for family pension only if they produce a reasonable proof of their having been dependent on the deceased employee. If such a beneficiary remarries the payment of family pension shall stop immediately.

Note 3.— Cases for grant of family pension which are pending at the time of issue of this Notification shall be decided under the amended rules.

---

[1] Recaste vide SRO–312 dated 29-11-1995.

[1]11-A. Notwithstanding anything contained in these rules famil pension of Government servants who may have died while in service i between 1-8-1959 and 31-7-1964 or have retired during that period and died afte their retirement shall be regulated under these rules provided that :

(a) the surviving widow [2][x x] or the minors of the deceased Governmen servant/pensioner only will be eligible for claiming the pension if they have n source of livelihood,

[3](b) the family pension shall be payable for a period of five years from th date of sanction and in case the receipt of pension continues to be in destitut condition an extension up to a second spell of five years may be allowed and i after the expiry of ten years the pensioner continues to be without any sourc of livelihood suitable extension up to a third spell of five years or till attainin the age of 75 years in case of a widow whichever is earlier be allowed provide that in case of a minor the payment of pension will cease from the date of hi attaining majority.

Past cases of like nature falling in between 1-8-1959 and 31-7-1964 in whic family pension may have been sanctioned on *ad hoc* basis or otherwise will not b re-opened. Rules of procedure and sanction etc. as contained in these rules wil *mutatis mutandis* apply to these cases as well.

[4]Note.--For determining 'Source of livelihood' it shall be deemed that a widow with n dependant or having one dependent on her has no source of livelihood if her monthly income does not exceed Rs. 75/- and a widow with more than one dependant shall be deemed as having no source if her monthly income does not exceed Rs. 125/-.

[5]*Government Instruction No. 1.*--In case of Government servants who may have died while in-service during the period between 1-8-1964 to 31-3-1965 or have retired during that period and died thereafter and whose surviving widow may not have been granted any family pension due to restrictive provisions of the rules, in force then, the concerned Administrative Department will be competent to sanction family pension to the widow in accordance with and subject to the conditions laid down in rule 11-A.

[6]*Government Instructions No. 2.*--A surviving widow of a Government servant who may have died while in harness before 1-8-1959 or retired before that date and died thereafter may claim family pension in case she is in a destitute condition and without any source of livelihood. In such cases the concerned Administrative Department may sanction the family pension in accordance with the provisions of Rule 11-A provided that the widow claiming pension was married to the deceased before his retirement. Pending cases of this nature if any will be decided under these rules.

[7]11-B. Notwithstanding anything contained in Rule 11-A surviving widows of Government servants who have retired before 1-4-1965 and died after retirement or have died in harness before 1-4-1965 shall draw family pension under these rules subject to the following conditions :–

(i) Family Pension shall be admissible to all the above mentioned surviving widows who :–

(a) had been drawing family pension in terms of Rule 11-A on 10-12-1985, or

---

1. Inserted vide F. D. Notification SRO-248 dated 30-5-1977.
2. Deleted as per corrigendum No. A/47/761/1478 dated 24-10-1979.
3. Recast vide F. D. Notification SRO-384 dated 15-7-1983.
4. Inserted vide F. D. Notification SRO-384 dated 15-7-1983.
5. Recast vide F. D. Notification SRO-94 dated 14-3-1985.
6. Inserted vide F. D. Notification SRO-384 dated 15-7-1983.
7. Inserted vide F. D. Notification SRO-509 dated 10-12-1985 and subsequently recast vide SRO-761 dated 29-12-1986.

(b) had stopped drawing the family pension on 10-12-1985 because of the restrictive tenability prescribed under Rule 11-A, or

(c) were not entitled to any family pension under Rule 11-A because of restrictive provisions of the said rule, or

(d) had not applied for grant of family pension under Rule 11-A,

[1]*Explanation*--The expression "Surviving Widows" used in these rules shall include "earning surviving-widows"

This shall have retrospective effect from 10-12-1985.

(ii) The condition of source of livelihood and restriction of tenability prescribed under Rule 11-A shall be dispensed with.

(iii) Family pension shall be admissible to these surviving widows till life or re-marriage whichever be earlier.

(iv) Family pension in the case of surviving widows of Government servants who had retired before 1-4-1965 and died after retirement shall be authorised by the Accountant General on an application to be made by the concerned widow in the Form `A' annexed hereto, duly attested by a Gazetted Officer and Treasury Officer in respect of entries recorded therein.

(v) Family pension in case of widows of Government servants who have died in harness before 1-4-1965 shall continue to be processed/decided by the Administrative Department concerned in order to establish their entitlement and rightful claim and to enable the Accountant General to authorise family pension in their favour under these rules. Application for grant of family pension in such cases shall be made in Form `B' annexed hereto.

(vi) The amount of family pension in respect of surviving widows of those Government servants who have retired before 1-4-1965 and died after retirement shall be equal to the amount of service pension of the deceased subject to the maximum of Rs. 60/- per month plus D. A. admissible under rules. The amount of family pension in respect of surviving widows of Government servants who have died in harness before 1-4-1965 shall be equal to the pension which would have been admissible had the deceased retired on the date following the date of death, subject to a maximum of Rs. 60/- p. m. plus D. A. admissible under rules.

[2]Note.–Notwithstanding anything contained in this rule the amount of Family Pension in respect of surviving widows of those Government servants who have died in harness before 1-4-1965 and who were not eligible to any retiring pension on the date of their death because of their not having rendered the requisite period of qualifying service and/or not having been declared substantive against permanent post shall be equal to 15% of their basic pay last drawn subject to maximum to Rs. 60/- per month plus allowances. This provision shall also apply in cases where retiring pension of the deceased Government servant cannot be determined because of non-availability of records regarding the length of the qualifying service and/or the status of the deceased Government servant on the date of death. This will have effect

---

1. Inserted vide F. D. Notification SRO-116 dated 15-6-1994.
2. Inserted vide F. D. Notification SRO-312 dated 28-9-1988.

from 10-12-1985. Family pension cases already decided under the existing provision shall not be re-opened.

(vii) In respect of those surviving widows who had ceased to draw family pension under Rule 11-A because of the restrictive provisions thereof, the family pension shall be regulated under these rules with effect from 10-12-1985. In respect of those surviving widows whose tenability of family pension under Rule 11-A was current on 10-12-1985 the payment of family pension under these rules shall be regulated as under :–

(a) If the amount of family pension fixed in terms of Rule 11-A was more than the amount of family pension that would get fixed in terms of these rules, the widow shall continue to draw the family pension at that rate till the time the current tenability would have been over, under Rule 11-A. Thereafter the amount of family pension would be fixed under these rules.

(b) If the amount of family pension in terms of Rule 11-A is less than that at which it would get fixed in terms of these rules, the family pension would be refixed under these rules with effect from 10-12-1985.

(viii) (a) There may be some genuine cases of family pension where the relevant records for establishing genuineness of a claimant for family pension *viz*. PPO or any other records may not become available either with the Department/Treasury/Audit Office or with the claimant. Family pension in such cases may be granted on production of succession certificate from the court, or on affidavit sworn before the Magistrate or on affidavit of the claimant on the plain paper supported by two documents which may be acceptable to the Head of Department/Pension sanctioning authority.

(b) If no documentary proof about the actual pay/pension drawn by the deceased Government servant/pensioner become available the service pension may be determined with reference to mid-point of the scale of pay attached to the post held at the time of retirement/death of a Government servant (*e. g.* an official retired/died during 1958, his scale of pay being Rs. 60-100/ Rs. 90-150 the mid-point would be Rs. 80/Rs. 120).

(c) However the procedure for calculation of pension/family pension on *ad hoc* basis as prescribed at (b) above should be followed only as a last resort after earnest efforts by the Head of Office have failed in tracing the relevant record and a dead-end has been reached.

(ix) The pensioners who have retired before 1-4-1965 may make use of Form 14-A (prescribed for pensioners who have retired on or after 1-4-1965 and have wife/husband living) for grant of family pension to their wives (only) under these rules after their (pensioner's) death.

(x) Old age pension or widow pension if any drawn by the widow shall cease to be drawn by her from the date of drawal of family pension under these rules.

(xi) These rules shall be deemed to have come into effect from 10-12-1985.

FORM 'A'

FORM OF APPLICATION FOR GRANT OF FAMILY PENSION IN RESPECT OF PENSIONERS WHO HAVE RETIRED BEFORE 1-4-1965 AND DIED AFTER RETIREMENT.

1. Name of the deceased pensioner ____________________

2. Father's name of the deceased ____________________

3. Permanent residential address ____________________

4. Date of retirement of the deceased Government servant ____________________

5. Date of death of the pensioner ____________________

6. Department and office from which deceased retired ____________________

7. Class of the pension drawn by the deceased ____________________

8. Amount of the original pension of the deceased (including amount if any commuted) ____________________

9. Number of the P. P. O. ____________________

10. Treasury from which pension was drawn ____________________

11. Name of the widow ____________________

12. Description roll of the widow :–

    (i) Identification Mark ____________________

    (ii) Specimen signature ____________________

    (iii) Left hand thumb impression. ____________________

13. Two copies of passport size photographs of the widow duly attested ____________________

14. Amount of Old age pension/widow pension if any drawn by the widow ____________________

15. Treasury from which item 14 is drawn ____________________

(Signature of the widow)

Certified that the entries contained above are correct.

(Gazetted Officer)

Seal.

Certified that entries at serial 7, 8, 9, 10, 14 and 15 are correct.

(Treasury Officer)

____________Treasury.

FORM 'B'

FORM OF APPLICATION FOR GRANT OF FAMILY PENSION IN RESPECT OF A GOVERNMENT SERVANT WHO HAVE DIED WHILE IN-SERVICE BEFORE 1-4-1965.

1. Name of the applicant (widow) ________________

2. Name of the deceased Government servant ________________

3. Date of death of Government servant ________________

4. Office/Department in which the deceased servant served last ________________

5. Date of birth of applicant (widow) ________________

6. Full address of applicant (widow) ________________

7. Name of Treasury/Sub-Treasury at which payment is desired ________________

8. Amount of Old age pension/widow pension if any drawn by the widow and the treasury from which drawn ________________

9. Enclosures :

   (i) Two specimen signatures of the applicant duly attested (to be furnished on two separate sheets).

   (ii) Two copies of passport size photograph of the applicant duly attested.

   (iii) Two slips each bearing left/right hand thumb and finger impressions of the applicant duly attested.

   (iv) Descriptive roll of the applicant duly attested ;

      (a) Height, (b) personal marks, if any on the hand, face etc. (to be furnished in duplicate).

10. Signature or Thumb impression of the applicant ____________________

11. Attested by :

Name ____________________ Signature ____________________

Full address ____________________

____

12. Witness :

1. ____________________
2. ____________________

Certified that entry against serial 8 is correct.

Treasury Officer.

SECTION 'A' DEATH GRATUITY

12. (1) If an officer who has completed 5 years qualifying service dies while in service, a gratuity not exceeding the amount specified below may be paid to the person or persons on whom the right to receive the gratuity is conferred under these rules. [1]If there is no such person it may be paid in the manner indicated below :–

(i) If there are one or more surviving members of the family as in items (a), (b), (c) and (d) of Rule 11, it may be paid to all such members, other than any such member who is a widowed daughter, in equal shares.

(ii) If there are no such surviving members of the family as at (i) above, but there are one or more surviving widowed daughters and/or one or more surviving members of the family as in items (e) and (g) of Rule 11, the gratuity may be paid to all such members in equal shares.

(2) The amount of gratuity will be one-fourth of the 'emoluments' of an officer for each completed six monthly period of qualifying service subject to a maximum of 16 times the emoluments and subject to a minimum of 12 times the emoluments of the officers at the time of "death".

(3) The 'emoluments' for this purpose will be subject to a maximum as prescribed in Arts. 241, 241-A and 241-A(1) of the Jammu and Kashmir Civil Service Regulations provided that if the emoluments of an officer have been reduced during the last three years of his service, otherwise than as a penalty, 'average emoluments' as defined in Art. 242, Jammu and Kashmir Civil Service Regulations may, at the discretion of the authority which has power to sanction the gratuity under these rules be treated as the 'emoluments'.

[2]Note.–The provisions of Rule 12 above shall not be applicable to Government servants to whom Arts 240-A to 240-F of these Regulations apply.

13. (1) For purpose of receiving an award under this section a Government servant shall as soon as he completes five years qualifying service make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-paras 2 and 3 of rule 12.

(2) Provided that if at the time of making the nomination the officer has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

---

1. Inserted vide F. D. Notification SRO-175 dated 26-5-1965.
2. Inserted vide F. D. Notification SRO-57 dated 24-2-1966.

(3) If an officer nominates more than one person under sub-para (1) he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole amount of the gratuity.

14. An officer may provide in nomination :-

(a) in respect of any specified nominee, that in the event of his pre-deceasing the officer, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination ;

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

15. The nomination made by an officer who has no family shall become invalid on his subsequently acquiring a family.

16. (a) Every nomination shall be in such one of the form (annexed hereto) as may be appropriate in the circumstances of the case.

(b) An officer may at any time cancel a nomination by sending a notice in writing to the appropriate authority, provided that the officer shall, along with such notice, send a fresh nomination made in accordance with these rules.

17. Immediately on the death of a nominee in respect of whom the special provision has been made in the nomination under clause (a) of rule 14 or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that rule or rule 15 the officer shall send to the appropriate authority a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with these rules.

18. Every nomination made and every notice of cancellation given by an officer under these rules shall be sent by the officer to the Accountant General in the case of a Gazetted Officer and to the Head of his Office in the case of Non-Gazetted Officer. Immediately on receipt of a nomination from a Non-Gazetted Officer the Head of the office shall countersign it indicating the date of receipt and keep it under his custody.

19. Every nomination made, and every notice of cancellation given by an officer shall to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in rule 18 above.

SECTION 'B' FAMILY PENSION.

[1]20. (i) The family pension will be admissible in case of death while in-service or after retirement on or after 1st April, 1965, if at the time of death

---

1. Inserted vide F. D. Notification SRO-157 dated 14-4-1966.

the retired officer was in receipt of compensation invalid, retiring or superannuation pension. In case of death while in service, the Government servant should have completed a minimum period of one year of service. The term one-year of service for purposes of this rule does not include broken periods of service but the service should be continuous.

[1](i) (a) Or before completion of one year of continuous service, provided the deceased Government servant was immediately prior to his appointment to the service or post examined by the appropriate Medical Authority and declared fit by that authority for Government service.

This shall be deemed to have come into effect from 1st January, 1983.

[2]*Government Instruction.*—A retired ex-serviceman who might have been drawing two pensions one from the Central Government (Defence Services) and the other from the State Government, for any pensionable service rendered under the latter, the widow of such a pensioner cannot in the event of death of her husband claim two family pensions. She will be entitled to claim only one family pension either from the Government of India (Defence Service) or from the State Government whichever may be beneficial to her.

Pending cases, if any, shall be regulated accordingly.

(ii) The amount of family pension under these rules shall be as under :—

(a) Monthly pay/presumptive pay of the Government servant.	Monthly pension of widow/widower/children.
1. Rs. 800 and above.	12% of pay/presumptive pay subject to a maximum of Rs. 150.
2. Rs. 200 and above but below Rs. 800.	15% of pay/presumptive pay subject to a maximum of Rs. 96 and minimum of Rs. 60.
3. Below Rs. 200.	30% of pay/presumptive pay subject to a minimum of Rs. 30.

[3](ii) (aa) In respect of Government servants who die while in service or after retirement on or after 1-1-1976 and are eligible to family pension under these rules, the amount of family pension shall be as under :

(a) Monthly pay/presumptive pay of the Government servant.	Monthly pension of widow/widower/children.
1. Below Rs. 400.	30% of pay subject to a minimum of Rs. 60 and maximum of Rs. 100 p. m.

---

1. Inserted vide F. D. Notification SRO-229 dated 28-5-1984.
2. Inserted vide F. D. Notification SRO-129 dated 6-4-1984.
3. Inserted vide SRO-157 dated 24-3-1976.

2. Rs. 400 and above but below Rs. 1200.	15% of pay subject to a minimum of Rs. 100 and a maximum of Rs. 150 p. m.
3. Rs. 1200 and above	12% of pay subject to a minimum of Rs. 150 and maximum of Rs. 200 p. m.

[1]Note.–In respect of Government servants who die while in service or after retirement on or after 31-1-1982 and are eligible to family pension under these rules, the family pension calculated at the rates indicated in sub-rule (a) above shall not exceed Rs. 300/- per month.

[2](ii) (aaa) Government employees who have opted for revised scales of pay of January, 1982 and who die while in service on or after 1-1-1982 or who have retired from service on or after 31-1-1982 and die thereafter and are eligible to family pension under these rules, the amount of family pension shall be as under :—

(a) Monthly pay of the Government servant.	Monthly pension of widow/widower/ children.
1. Below Rs. 700/- per month.	30% of pay subject to a minimum of Rs. 105 and a maximum of Rs. 150 p. m.
2. Rs 700/- [3][and above but] below Rs. 1800/- per month.	15% of pay subject to a minimum of Rs. 150 and a maximum of Rs. 225 p. m.
3. Rs. 1800/- and above.	12% of pay subject to a minimum of Rs. 225 and a maximum of Rs. 300 p. m.

(b) In the case of death while in service, on or after 1st January, 1966 the pension for a period of 7 years from the date [4][following the date] of death or till the date on which the officer would have reached the normal age of superannuation had he remained alive, whichever period is shorter, will be payable at 50% of the basic pay/presumptive pay last drawn, subject to a maximum of twice the pension admissible under sub-rule (a) [5][(aa) (aaa)] above [5][as the case may be]. The pension payable thereafter will be at the rates laid down in sub-rule (a) [5][(aa) (aaa)] above [5][as the case may be] :

Provided that where a Government servant had put in less than 7 years [6][continuous] service before his death no part of pension will be payable under this sub-rule but wholly under sub-rule (a) [5][(aa) (aaa) as the case may be].

[7](bb) Where a Government servant dies while in service on or after 1-1-1983 after having rendered not less than 7 years continuous service, the rate of family pension payable to the family of the deceased shall be equal to 50 per cent of the pay last drawn or twice the family pension admissible

---

1. Inserted vide F. D. Notification SRO-108 dated 30-3-1982.
2. Inserted vide F. D. Notification SRO-391 dated 15-7-1983.
3. Inserted vide corrigendum No. A/72 (61) 1514 dated 25-11-1983.
4. Inserted vide F. D. Notification SRO-190 dated 15-5-1967.
5. Inserted vide corrigendum No. A/23 (69)-171 dated 27-2-1989.
6. Inserted vide F. D. Notification SRO-472 dated 14-12-1966.
7. Inserted vide F. D. Notification SRO-391 dated 15-7-1983.

under sub-rule (ii) (aaa) whichever is less and the amount so admissible shall be payable from the date following the date of the death of the Government servant for a period of 7 years or for a period up to the date on which the deceased Government servant would have attained the age of 62 years had he survived, whichever is less. The pension payable thereafter will be at the rates laid down in sub-rule (ii) (aaa).

[1]The half of the period of work charged service as admissible to be taken into account for normal pension under Rule 17 of Jammu and Kashmir Government Work Charged Employees Rules shall also be allowed to be taken into account for computing the period of seven years continuous service on the date of death of an employee for purposes of grant of family pension under this Rule.

Pending cases if any shall be decided accordingly.

(ii) In the event of death of a retired Government servant (having retired on or after 1-1-1983) before completing 62 years of age the family pension as determinable under sub-clause (bb) shall be payable for a period of 7 years or for a period up to the date on which retired deceased Government servant would have attained the age of 62 years had he survived whichever is less. The pension payable thereafter will be at the rates laid down in sub-rule (ii) (aaa) :

Provided that in no case the amount of family pension determined under this clause shall exceed the pension sanctioned on retirement from Government service :

Provided further that where the amount of pension sanctioned on retirement is less than the amount of family pension admissible under sub-rule (ii) (aaa) the amount of family pension determined under this clause shall be limited to the amount of family pension admissible under sub-rule (ii) (aaa).

Explanation.--For the purpose of this sub-clause pension sanctioned on retirement includes the part of pension which the retired Government servant may have commuted before death.

[2]*Government Instructions*.--Doubts have been expressed as to whether the continuous service of seven years as referred to in the proviso above includes boy service if any rendered by the deceased Government servants. It is clarified that for determining the minimum period of continuous service, service rendered before 18 years of age should be ignored.

[3](bbb) Notwithstanding anything contained in sub-clause (bb) above, where a Government servant dies while in service after having rendered not less than 7 years continuous service, the rate of family pension admissible

---

1. Inserted vide F. D. Notification SRO 55 dated 16-3-1992.
2. Inserted vide SRO-129 dated 14-3-1979.
3. Inserted vide SRO-310 dated 8-5-1986.

to the beneficiary of the deceased shall be equal to the pay last drawn by the deceased officer before his death. Pension at the enhanced rates equal to the last pay shall be payable for a period of 7 years from the date following the date of death of the Government servant or for period up to the date on which the deceased Government servant would have attained the age of superannuation whichever is earlier.

After having drawn family pension at such enhanced rates, it will be allowed at the rate equal to 50% of pay last drawn or twice the family pension admissible as per sub-rule (ii) (aaa) whichever is less and the amount so admissible shall be payable for a period of 7 years from the date the payment of enhanced pension as per preceding para ceases or till the deceased would have attained the age of 62 years whichever is earlier.

Thereafter, the family pension will be payable at the ordinary rates laid down in sub-rule (ii) (aaa).

These rules shall be deemed to have come into effect from 1-1-1986.

[1][The cases which have been decided by the Accountant General from 8-5-1986 to the date of issue of this Notification shall not be re-opened and shall be treated to have been decided in relaxation of these rules].

[2]The half of the period of Workcharged service as admissible to be taken into account for normal pension under rule 17 of Jammu and Kashmir Government Workcharged Employees Rules shall also be allowed to be taken into account for computing the period of seven years continuous service on the date of death of an employee for purposes of grant of family pension under this rule".

Pending cases, if any shall be decided accordingly.

(c) "Pay/Presumptive pay" for purposes of sub-rules (a) and (b) shall mean the pay/presumptive pay as defined in Art. 27 (a) and 31-B *ibid*, which the person was drawing on the date of his death while in service or in the event of death after retirement, pay/presumptive pay drawn immediately before his retirement. If on the date of his death while in service or immediately before his retirement a person has been absent from duty on leave (including extraordinary leave) or suspension "pay/presumptive pay" shall mean the pay which he drew immediately before proceeding on such leave or suspension.

Note 1.–In the case of a person who dies while in extension of service, the date up to which the extension of service had been sanctioned to him before his death will be deemed to be the normal date of superannuation for purposes of sub-rule (b) above.

Note 2.–The commutation of pension has not effect on the quantum of family pension as the rate of family pension is based on the pay/presumptive pay which the Government servant was drawing immediately before his retirement and not on the pension sanctioned to him.

[3]Note 3.–The provisions of assumptive pension at Art. 292-AA, shall apply *mutatis mutandis* to family pensioners.

---

1. Inserted vide SRO-346 dated 24-6-1987.
2. Inserted vide SRO-55 dated 16-3-1992.
3. Inserted vide SRO-157 dated 24-3-1976.

[1]Note 4.–In respect of Government servants who may retire or have retired on or after 1-1-1987 and may die or have died thereafter or who may die or have died while in service on or after 1-1-1987, the family pension at enhanced rates in terms of Rule 20 (bb) and 20 (bbb) of these rules shall be payable for a period of 7 years or for a period up to the date on which the deceased Government servant/pensioner would have attained the age of 65 years, had he survived, whichever is earlier.

[2][20-A. The rates of family pension in respect of Government servants who have opted for revised scales of pay of 1-4-1987 and have retired or died while in service on or after 1-4-1987 shall be as under :–

Monthly basic pay of the Government servant.	Monthly family pension to eligible beneficiaries.
1. Up to Rs. 1300 per month.	30% of basic pay subject to minimum of Rs. 325 p. m.
2. Rs. 1301–2600 per month.	20% of basic pay subject to minimum of Rs. 390 p. m.
3. Rs. 2601 and above.	15% of basic pay subject to minimum of Rs. 520 and maximum of Rs. 850 p. m.

[3]The term "Basic Pay" wherever appearing in proviso below Article 241-B, Note 1 below sub-clause (b) of Article 240-BB, sub-clause (ii) below Article 242-B and in Column 2 of table below Rule 20-A of Family Pension Rules (Schedule XV) shall include "Stagnation Personal Pay" as admissible in terms of Art. 74-CCC of J&K Civil Service Regulations Volume I.

This shall be deemed to have come into effect from 1-4-1987.

Note 1.–Provisions with regard to grant of family pension at enhanced rates under the existing rules shall continue to remain in operation.

Note 2.–D. A. on family pension from 1-4-1987 shall be allowed at the rates which may be notified by the Government from time to time.

Note 3.–Provisions of Article 242-C shall apply here also in so far as these relate to family pension].

[4]20-B. The rates of family pension in respect of a Government servant who may retire on or after 1-4-1992 or who may die while in service on or after the said date shall be as under :—

Monthly basic pay of the Government servant.	Monthly family pension to eligible beneficiaries.
1. Not exceeding Rs. 1500/.	30% of basic pay subject to minimum of Rs. 375 p. m.

---

1. Inserted vide SRO-473 dated 30-11-1989.
2. Inserted vide SRO-129 dated 5-4-1988.
3. Inserted vide SRO-329 dated 23-11-1990.
4. Inserted vide SRO-77 dated 30-03-1992.

2. Exceeding Rs. 1501/- but not exceeding Rs. 3000/-	20% of basic pay subject to minimum of Rs. 450/- p. m.
3. Exceeding Rs. 3000/-	15% of basic pay subject to minimum of Rs. 600/- and maximum of Rs. 1250/- p. m.

Note : The minimum ceiling of Rs. 325/- in respect of the existing family pensioners shall also be raised to Rs. 375/- w.e.f. 1-4-1992.

21. No pension will be payable under these rules :–

(a) to a person mentioned in rule 22 (b) without production of reasonable proof that such person was dependent on the deceased officer for support ;

(b) to a unmarried female member of an officer's family in the event of her marriage [1][or attaining the age of 21 years whichever is earlier] ;

(c) to a widowed female member of an officer's family in the event of her re-marriage ;

(d) to a [1][son or] brother of an officer on his attaining the age of 18 years ;

(e) to a person who is not a member of an officer's family ; and

[2][to a husband of a deceased female Government servant if the widower was separated from her at the time of death.

Past cases, if any, pending will be decided accordingly].

[3]Note 1.–The unmarried daughters of Government servants may continue to get family pension up to the age of [4][30] years and sons up to the age of 21 years.

[5]Note 2.–The sons and unmarried daughters of Government servants shall draw family pension up to the age of 25 years. The revised age limit shall be effective prospectively. The unmarried daughters who are already drawing family pension shall continue to draw the same up to the age of 30 years.

[6]*Government Instructions No. 1.*–The beneficiaries of an officer's family to whom the family pension is admissible as per sub-clauses (b) and (d) above, may draw the pension even beyond 18/21 years age or 21/24 years age as the case may be, provided it is certified by a Medical Board that the beneficiary is permanently disabled and incapacitated for earning livelihood. In the case of a female beneficiary, it shall also be certified that the disability is permanent and prevents her from marriage.

---

1. Inserted vide F. D. Notification SRO-157 dated 14-4-1966.
2. Recast vide F. D. Notification SRO-374 dated 1-8-1970.
3. Inserted vide SRO-525 dated 30-8-1978.
4. Recast vide F. D. Notification SRO-84 dated 20-2-1987.
5. Inserted vide F. D. Notification SRO-56 dated 2-2-1990.
6. Inserted vide F. D. Notification SRO-54 dated 11-2-1971.

[1]*Government Instructions No. 2.*—A judicially separated Wife/Husband does not lose her/his legal status of Wife/Husband of the Government employee and is thus eligible for family pension.

[2]*Government Instructions No. 3.*—The authority competent to certify the dependence of a person on the deceased Government servant under sub-rule (a) above shall be the pension sanctioning authority.

[3]*Government Instruction No. 4.*—Where a husband has another living wife at the time of death of one of his wives who may be a Government servant, he cannot claim family pension of the deceased wife, as having another wife living is the same as re-marriage. In such cases, however, the family pension is admissible to the minor children, if any, of the deceased Government employee, through her father *i. e.* guardian, when the natural guardian i. e. father of the children is living. This is however, subject to the recognition of the legal guardianship by the court. This shall be deemed to have come into force retrospectively.

[4]*Government Instruction No. 5.*—A question has been raised whether in the event of Government servant dying without leaving any family member by way of wife or children, the family pension can be paid to Father or the Mother of the deceased declared dependent on the deceased Government servant for support. It is decided that [5][for the purpose of eligiblity of family pension "father" or "Mother" of the deceased Government servant as the case may be, shall be treated as dependent on the deceased Government servant provided own income of either parent does not exceed Rs. 500/- per month including superannuation pension, if any.

Pending case if any with Accountant General on the date of issue of this notification shall be decided under amended rules.

Explanation.—The Dearness Allowance on pension sanctioned from 1-4-1987 shall not be taken into account to determine the gross pension for the purpose of income limit of Rs. 500/- for dependency of parents :

Pending cases, if any, with the Accountant General on the date of issue of this Notification shall be decided under these rules.

22. Except as may be provided by a nomination under rule 23 :–

(a) a pension sanctioned under these rules will be allowed subject to the provisions of rule 21 :–

(i) to the eldest surviving widow, if the deceased is a male officer or to the husband, if the deceased is a female officer ;

(ii) failing a widow or husband, as the case may be, to the eldest surviving son ;

(iii) failing (i) and (ii), to the eldest surviving unmarried daughter ;

(iv) these failing, to the eldest widowed daughter ; and

[6]**Note 1.–The expression "eldest surviving widow" occurring in sub-clause (i) above shall be construed with reference to the seniority according to the date of marriage with the officer and not with reference to the age of the surviving widow.**

---

1. Inserted vide F. D. Notification SRO-368 dated 18-8-1971.
2. Inserted vide F. D. Notification SRO-737 dated 20-10-1972.
3. Inserted vide F. D. Notification SRO-17 dated 19-1-1984.
4. Inserted vide F. D. Notification SRO-243 dated 31-3-1986.
5. Recast vide SRO-257 dated 7-8-1996.
6. Inserted vide F. D. Notification SRO-175 dated 26-5-1965.

[1]Note 2.–Notwithstanding the provisions contained at sub-rule (i) in cases where there may be more than one widow left behind by the deceased Government servant the Family Pension shall be shared equally by all the widows, unless the deceased has during his life time made a nomination, in which case the pension will be payable to the nominee (s). [2]On the death of the widow (who draws a share of family pension) the family pension shall become payable to her eligible children provided that if the widow is not survived by any child, her share of family pension shall cease to be payable :

Provided that where the second marriage has been contracted by a Government servant after 5th February, 1971 the Family Pension to the Junior Widow shall be admissible only if the Government servant had obtained permission of the competent authority for second marriage.

[3]*Government Instruction 1.*—In the case of twin sons/twin daughters the family pension shall be payable to such children in equal shares. In the event of one such child ceasing to be eligible for family pension his share of family pension will not lapse but will become payable to other such child and when both such children become ineligible for family pension, the family pension will become a payble to the next eligible single child or twin children, if any, as the case may be.

Pending cases if any shall be decided under the amended rules.

[4]*Government Instruction No. 2.*–(a) Where the deceased Govt. Servant or pensioner is survived by a widow but has left behind eligible child or children from another wife who is not alive, the eligible child or children shall be entitled to the share of family pension which the mother would have received if she had been alive at the time of death of the Government servant or pensioner :

Provided that on the share of shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable such share or shares shall not lapse, but shall be payable to the other widow or/widows and/or to the other child or children otherwise eligible in equal shares, or if there is only one widow or child, in full to such widow or child.

(b) Where the deceased Govt. servant or pensioner is survived by a widow but has left behind eligible child or children from a divorced wife or wives the eligible child or children shall be entitled to share of Family pension which the mother would have received at the time of death of the Govt. servant or pensioner had she not been so divorced :

Provided that on the share or shares of amily pension payable to such a child or children or to a widow or widows ceasing to be payable such share or shares, shall not lapse, but shall be payable to the other widow or widows and/or to the other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in a full to such widow or child.

(b) in the event of no pension becoming payable under clause (a) the pension may be granted–

(i) to the father ;

(ii) failing the father, to the mother ;

---

1. Inserted vide SRO-240 dated 25-5-1983.
2. Inserted vide F. D. Notification SRO-16 dated 19-04-1984.
3. Inserted vide F. D. Notification SRO-312 dated 29-11-1995.
4. Inserted vide F. D. Notification SRO-336 dated 3-10-1997.

(iii) failing the father and the mother to the eldest surviving brother below the age of 18 ;

(iv) these failing to the eldest surviving unmarried sister ;

(v) failing (i) to (iv) to the eldest surviving widowed sister.

[1](c) (i) If the husband/wife declines to accept the family pension or gratuity it will pass on to the surviving minor children of the deceased Government servant in the order of next preference.

(ii) If the father/mother of the children is in no position to look after them the payment of family pension/gratuity can be made to them through their legal guardian.

23. If an officer who has completed [2][one year's] service desires that a pension that may be sanctioned under these rules should be payable to any member of his family in any order to be specified by him, he may make a nomination for the purpose in Form "E" indicating the order in which the pension should be payable to the members of his family ; and to the extent that it is valid, the pension will be payable in accordance with such nomination provided that the person concerned satisfies the requirements of rule 21 above at the time of the grant of the pension. In case the person concerned does not satisfy the requirements the pension shall be granted to the person next lower in the order. The provisions of rule 16(b), 18 and 19 apply in respect of nomination under this section also.

24. (a) [3][Except as provided in Note 2 below Rule 22 (a)] a pension awarded under these rules will not be payable to more than one member of an officer's family at the same time.

(b) If a pension awarded under these rules ceases to be payable [4][x x] on account of death or marriage of the recipient of other causes it will be regranted to the person next lower in the order mentioned in rule 22 or to the person next lower in the order shown in the nomination made under rule 23, as the case may be, who satisfies the other provisions of these rules.

[5](c) These rules do not debar a Government servant/pensioner from drawing family pension in addition, to his/her pay or pension. In the event of death of the father and the mother, who were both Government servants and were governed by these rules, the minor children will be eligible to draw two family pensions subject to a total of Rs. [6][200] p. m.

---

1. Inserted vide SRO-550 dated 23-11-1983.
2. Substituted for words and figures "20 years qualifying" by F. D. Notification SRO-157 dated 14-4-1966.
3. Inserted vide SRO-240 dated 25-5-1983.
4. The words "before the expiry of any period mentioned in rule 20 (1)" deleted vide F. D. Notification SRO-157 dated 14-4-1966.
5. Inserted vide Notification SRO-472 dated 14-12-1966.
6. Recast vide F. D. Notification SRO-506 dated 18-11-1981.

[1]Note 1.–The maximum limit of family pension admissible under Rule 24 (c) is raised to Rs. 300/- p. m. in respect of cases as may arise owing to death while in service on or after 1-1-1982.

[2]Note 2.–In the event of the death of the father and mother who were both Government servants and were governed by these rules, the minor children will be eligible to draw two family pensions subject to the maximum of Rs. 850/- P. M. where both the family pensions were drawn at ordinary rates. In case either of the two family pensions or both the family pensions become admissible on enhanced rates, the maximum ceiling for the amount of two pensions shall be Rs. 1700/-. This maximum limit of Rs. 1700/- shall apply in respect of enhanced family pension admissible both in terms of Rule 20(bb) and Rule 20 (bbb) *i. e.* both in respect of ordinary enhanced rate or the enhanced rate–equivalent to full pay drawn by the deceased.

This shall be deemed to have come into force from 1-4-1987 i. e the date with effect from which family pension rules have been revised.

[3]Note 3.—The maximum ceiling for drawal of two family pensions under Note (2) above, in respect of all the said eligible family pensioners, including the existing family pensioners shall be Rs. 2500/- (instead of Rs. 1700/-) w.e.f. 1-4-1992.

[4]*Government Instructions No. 1.*–Where in any case a pensioner in receipt of service pension is also allowed a "family pension" on behalf of his/her husband/wife as the case may be D. A. will be allowed either on "Service Pension" or on "Family Pension" which may have higher rate of D. A. Similarly if a Government servant in service is also in receipt of family pension on behalf of his/her husband/wife as the case may be, D. A. in such a case shall be drawn on pay alone and not on "Family pension".

[5]*Government Instruction No. 2.*–Doubts have been expressed whether a claimant under Rule 11 can draw family pension in addition to his pay or pension, if any drawn by him.

It is hereby clarified that the intention of the sub-rule (c) above is that in case both wife and husband are Government servants and are governed by the provisions of these rules and one of them dies while in service or after retirement, the family pension in respect of the deceased shall become payable to the surviving husband or wife regardless of the fact that he/she may be in receipt of pay/pension. In other cases where the claimant is other than a spouse (wife/husband) the family pension shall not be payable, if the claimant is himself/herself in receipt of pay/pension. Similarly no claimant can receive two family pensions except in cases covered under sub-clause (c) above.

These instructions shall be deemed to have been in force retrospectively. Cases which may have been decided in the past, otherwise, shall not, however be re-opened.

[6][25. (1) In the event of death of a Government servant while in service it has to be ensured by the concerned Head of Office under whom the Government servant worked at the time of death that the payment of family pension and death-cum-retirement gratuity admissible under rules, is got authorised to the beneficiaries of the deceased expeditiously. For this purpose the following time table for the work is prescribed :

(a) As soon as the Head of Office receives intimation regarding death of a Government servant while in service, he shall initiate immediate action

---

1. Inserted vide F. D. Notification SRO-108 dated 30-3-1982.
2. Inserted vide F. D. Notification SRO-472 dated 30-11-1989.
3. Inserted vide F. D. Notification SRO-77 dated 30-03-1992.
4. Recase vide SRO-109 dated 11-2-1986.
5. Inserted vide F. D. Notification SRO-228 dated 28-5-1984.
6. Inserted vide F. D. Notification SRO-45 dated 28-1-1980.

for obtaining claims for family pension and death-cum-retirement gratuity from the beneficiary or beneficiaries in whose favour the Government servant has made nomination, if any. Where the deceased Government servant had not made any nomination or the nomination made does not subsist the claim should be obtained from the person to whom the family pension may be payable under rule 22. The Head of Office shall then address the person concerned in Form 15 or Form 16 as may be appropriate for making a claim in Form 17.

(b) The Head of Office while taking action under sub-para (1) above, shall simultaneously undertake the completion of Form 18. The work shall be completed within one month of the date on which intimation regarding the date of death of the Government servant has been received.

(c) The Head of Office shall go through the service book/service record of the deceased Government servant and satisfy himself as to whether annual certificates of verification of service for the entire service are recorded therein.

(d) If there are any periods of unverified service, the Head of Office shall accept the unverified portion of service as verified on the basis of valid entries in the service book/service records. For this purpose, the Head of Office may rely on any other relevant material to which he may have already access. While accepting the unverified portion of service, the Head of Office shall ensure that service was continuous and was not forfeited on account of dismissal, removal or resignation from service.

(e) For the purposes of determination of emoluments for family pension and death-cum-retirement gratuity, the Head of Office shall normally confine the verification of the correctness of emoluments for a maximum period of one year preceding the date of death of the Government servant.

(f) In case, the Government servant was on extraordinary leave on the date of death, the correctness of the emoluments which he drew preceding the date of the commencement of the extraordinary leave shall be verified.

(g) The process of determination of qualifying service and qualifying emoluments shall be completed within one month of the receipt of the intimation regarding the date of death of the Government servant and the amount of family pension and death-cum-retirement gratuity shall be calculated accordingly.

(2) DETERMINATION OF FAMILY PENSION AND GRATUITY WHERE SERVICE RECORDS ARE INCOMPLETE.

There should not be any case where service book has not been maintained properly. If in any particular case, the service book/service records has not been maintained properly, and it is not possible for the Head of Office to accept the unverified portion of service as verified on the basis of entries in the service book/service record, the Head of Office shall not proceed with the verification of the entire spell of service. The verification of service in such a case shall be confined to the following spells of service :–

(A) **For the purpose of family pension**–

(i) If the deceased Government servant at the time of death had rendered more than one year's service but less than seven years service, the service and the emoluments for the last year of service shall be verified and accepted and the amount of family pension determined under sub-rule (ii) (aa) of rule 20.

(ii) If the deceased Government servant at the time of his death had rendered seven years or more than seven years service, the service for the last seven years and emoluments for service rendered in the last year shall be verified and accepted and the amount of family pension and the period of its tenability determined under sub-rule (b) of rule 20.

(iii) (a) If the deceased Government servant at the time of death had rendered more than seven years service and the service of last seven years is not capable of being verified and accepted by the Head of Office but the service rendered during the last year is capable of being verified and accepted, the pension authorising authority, pending verification of service for seven years, shall calculate the amount of family pension under sub-rule (ii) (aa) of rule 20.

(b) The service for the last seven years shall be verified and accepted within the next two months and the amount of family pension at the enhanced rates and the period of tenability determined under sub-rule (b) of rule 20.

(iv) The determination of the amount of family pension in terms of sub-clauses (i), (ii) and (iii) (a) shall be done within one month of receipt of intimation of the date of death of the Government servant.

(B) **For the purpose of death-cum-retirement gratuity.**–

(i) If the deceased Government servant had, at the time of death rendered more than five years qualifying service but less than twenty-four years qualifying service, and the spell of last five years service has been verified and accepted under clause (A), the amount of death-cum-retirement gratuity shall be equal to 12 times of deceased Government servant's emoluments as indicated in Article 240-B (iii). Where the verified and accepted service is less than five years of qualifying service, the amount of death-cum-retirement gratuity shall be equal to twice or six times of his emoluments as indicated in Government Instruction Below Article 240-B.

(ii) If the deceased Government servant had rendered more than twenty-four years of service and the entire service is not capable of being verified and accepted, but the service for the last five years has been verified and accepted under sub-clause (i) the family of the deceased Government servant shall be allowed on provisional basis the death-cum-retirement gratuity equal to 12 times of the emoluments. Final amount of the gratuity shall be determined on the basis of the entire spell of service which may be verified and accepted within a period of six months from the date on which the authority for the payment of provisional gratuity was issued. The balance, if any, becoming payable as a result of determination of the final amount of death-cum-retirement gratuity shall then be authorised to the beneficiary or beneficiaries.

Forwarding the papers to the Audit Office.

26. (1) On receipt of claim or claims, the Head of Office shall complete items 19, 20, 21 and 24 of the Form 18 and send Form 18 in original to the Audit Office with a covering letter in Form 19 along with the Government servant's service book/service records duly completed up to date and any other documents relied upon for the verification of the service claimed in such a manner that they can be convenientiy consulted. This shall be done not later than one month of the receipt of the claim by the Head of Office.

(2) The Head of Office shall retain one copy of the aforesaid Form for his office record.

(3) The Head of Office shall draw the particular attention of the Audit Officer regarding the details of Government dues outstanding against the deceased Government servant namely :-

(a) Government dues as intimated and assessed in terms of rule 27 and recoverable out of the gratuity before payment is authorised ;

(b) amount of gratuity to be held over partly for adjustment of Government dues which have not been assessed so far and partly as margin for adjustment in the light of the final determination of the gratuity.

4. (a) If Form 18 has been completed and the claim or claims in the respective Forms have not been received from the beneficiary or beneficiaries, the Head of Office shall forward Form 18 and the documents referred to in sub-para (1) to the Audit Office leaving items 19, 20, 21 and 24 of Part I of Form 18 as unfilled.

(b) As soon as the claim or claims are receivced by the Head of Office they shall immediately be forwarded to the Accounts Officer with the request that items 19, 20, 21 and 24 of Part I of Form 18 may be filled by the Audit Officer.

Adjustment of Government dues.–

27. (a) Dues pertaining to Government accommodation

(i) If on the date of death the Government servant was in occupation of Government accommodation which has been allotted to him the Head of Office on receipt of intimation regarding the death of Government servant shall immediately write to the Directorate of Estates/Chief Engineer, R & B as the case may be, for the issue of "No Demand Certificate" so that authorisation of family pension and death-cum-retirement gratuity is not delayed. While addressing the Directorate of Estates/Chief Engineer, R & B for the issue of No Demand Certificate the Head of Office shall also supply the following information in duplicate :-

(a) Name of the deceased Government servant with designation.

(b) Particulars of the accommodation (Quarter No., Type and Locality).

(c) Date of death of Government servant.

(d) Whether the Government servant was on leave at the time of his death, if so, the period and nature of leave.

(e) Whether the Government servant was enjoying rent-free accommodation.

(f) The period up to which rent has been recovered from the pay and allowances of the deceased Government servant and the monthly rate of recovery and details of pay bill under which last recovery was made.

(g) If the rent has not been recovered up to the date of death and the family intends to retain Government accommodation for the permissible period of one month beyond the date of death of the Government servant, details of the :—

A. Period for which rent still remains to be recovered.

B. The amount of rent in respect of the period at (A) above.

C. The amount of rent for the retention of Government accommodation by the family of the deceased Government servant for the concessional period of one month beyond the date of death of the Government servant.

D. The amount of rent mentioned at (B) and (C) proposed to be recovered out of death-cum-retirement gratuity.

(ii) The Head of Office shall recover from the death-cum-retirement gratuity the amount of the rent as intimated to the Directorate of Estates/Chief Engineer, R&B as the case may be under sub-clause (i).

(iii) The recovery of rent for the occupation of Government accommodation beyond the permissible period of one month shall be the responsibility of the Directorate of Estates/Chief Engineer, R&B, as the case may be.

(iv) The Directorate of Estates and the Chief Engineer, P.W.D., R&B as the case may be shall scrutinize their records with a view to determining if any other outstanding other than the rent referred to in sub-clause (i) was outstanding against deceased Government servant. If any outstanding recovery is identified, the amount and period or periods to which the recovery or recoveries relate shall be communicated to the Head of Office within a period of three months of the receipt of intimation regarding the death of the Government servant under sub-clause (i).

(v) Pending receipt of information under clause (iv) the Head of Office shall withhold ten per cent of the death-cum-retirement gratuity or one thousand rupees whichever is less.

(vi) If no intimation is received by the Head of Office within the period prescribed under clause (iv) regarding recovery of rent it shall be presumed that nothing was recoverable from the deceased Government servant and the withheld amount of gratuity shall be refunded to the person or persons to whom the amount of death gratuity was paid.

(vii) If the Head of Office has received intimation from the Directorate of Estates or Chief Engineer, P.W.D. as the case may be under sub-clause (iv) regarding rent outstanding against the deceased Government servant, the Head of Office shall verify from the acquittance rolls if the outstanding amount of rent was recovered from the pay and allowances of the deceased Government servant. If as a result of verification, it is revealed that the amount of rent shown as outstanding by the Directorate of Estates/Chief Engineer, P. W. D., R & B had already been recovered, the Head of Office shall draw the attention of the Directorate of Estates/Chief Engineer, P. W. D. to the pay bills under which the necessary recovery of the rent was made and take steps to refund the withheld amount of the gratuity to the person or persons to whom the death gratuity was paid.

(viii) If the outstanding amount of rent was not recovered from the pay and allowances of the deceased Government servant, the outstanding amount shall be adjusted against the amount of the gratuity withheld under sub-clause (v) and the balance if any refunded to the person or persons to whom the amount of death-cum-retirement gratuity was paid.

(b) Dues other than those referred to in clause (a)

On receiving an intimation regarding the death of the Government servant the Head of Office shall take steps to ascertain if any other dues referred to excluding the dues pertaining to occupation Government accommodation are recoverable from the deceased Government servant. Such ascertainable dues shall be recovered from the amount of death-cum-retirement gratuity becoming payable to the family of the deceased Government servant.

Sanction of family pension on the death of pensioner.--

28. Family pension of a pensioner who dies after retirement shall be regulated as under :

(A) (i) If the deceased pensioner is survived by a widow or widower who is eligible for the grant of family pension the amount of family pension as indicated in the pension payment order shall become payable to the widow or widower, as the case may be, from the day following the date of death of the pensioner.

(ii) On receipt of an application from the widow or widower the Treasury Officer from whom the deceased pensioner was drawing his or her pension shall authorise the payment of family pension to the widow or widower as the case may be.

(B) (i) Where the deceased pensioner is survided by child or children, the guardian of the child or children may submit a claim in Form 14 to the Head of Office for the payment of family pension :

Provided that the guardian shall not be required to submit a claim in the said Form on behalf of the unmarried daughter or a son if she has attained the age of eighteen years and such daughter/son may herself/himself submit a claim in the said form.

(ii) On receipt of a claim from the guardian the Head of Office shall sanction the family pension in Form 20.

(C) (i) Where a widow or widower in receipt of family pension remarries and has at the time of remarriage child or children from the former spouse who is or are eligible for family pension the remarried individual shall be eligible to draw the family pension on behalf of such child or children if such individual continues to be the guardian of such child or children.

For the purpose of sub-clause (i) the remarried individual shall apply to the Head of Office on plain paper furnishing the following particulars, namely :--

(a) a declaration that the applicant continues to be the guardian of such child or children ;

(b) the date of remarriage ;

(c) the name and date of birth of the child or children from the former spouse ;

(d) the treasury from where payment of family pension on behalf of such child or children is desired ;

(e) full postal address of the applicant.

(iii) If the remarried individual has, for any reason, ceased to be the guardian of such child or children, the family pension shall become payable to the person entitled to act as guardian of such child or children under the law for the time being in force and such person may submit a claim in Form 14 to the Head of Office for the payment of family pension.

(iv) On receipt of the claim referred to in sub-clause (iii) the Head of Office shall sanction family pension in Form 21.

(D) (i) Where a widow or widower in receipt of family pension dies and leaves behind child or children who is or are eligible for family pension, the guardian may submit a claim in Form 14 to the Head of Office for the payment of family pension :

Provided that the guardian shall not be required to submit a claim in the said Form on behalf of the unmarried daughter/son if she has completed the age of eighteen years and such daughter or son may herself/himself submit a claim in the said Form.

(ii) On receipt of a claim from the guardian the Head of Office shall sanction family pension in Form 21.

29. A pensioner in receipt of service pension, who has retired from service on or after 1-4-1965, and has on the date of issue of these orders, a surviving wife or husband, (as the case may be) may apply in Form 14-A to the authority who sanctioned his service pension for grant of family pension to his surviving wife/husband after his/her death. After necessary verification the pension sanctioning authority will forward the application to the Accountant General, with necessary documents. The Accountant General will call for both the halves of Pension Payment Order from the concerned Treasury Officer/pensioner and indicate in the Pension Payment Order the amount of family pension and the name of the wife/husband to whom the family pension is payable after the death of the pensioner and return the Pension Payment Order to the Treasury Officer. As and when the death of the pensioner may occur the widow/widower if surviving, will apply to the concerned Treasury Officer, for release of family pension indicated in the Pension Payment Order and the same shall become payable to him/her as the case may be, from the date following the date of death of pensioner.

[1]30. For payment of family pension in case of mixed service between the State Government and Municipalities, Local Bodies refer to Note 5 below Art. 167.

---

1. Inserted vide F. D. Notification SRO-230 dated 28-5-1984.

FORM A

Nomination of Death Gratuity

[When the officer has a family and wishes to nominate one member thereof]

I hereby nominate the person mentioned below, who is a member of my family and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service.

Name and address of nominee.	Relationship with officer.	Age.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the officer or the nominee dying after the death of the officer but before receiving payment of the gratuity.	Amount of share of gratuity payable to each.

This nomination supersedes the nomination made by me earlier on ____________________ which stands cancelled.

Dated this..day of..19

at..

Witnesses to Signature

1. ....

2 ....

Signature of Officer.

Note :–The last column should be filled in so as to cover the whole amount of gratuity.

(To be filled in by the Head of Office in the case of a non-gazetted officer)

Nomination by..

Signature of
Head of Office..

Designation..

Dated..

Office..

Designation..

Proforma for acknowledging the receipt of the Nomination Form by the Head of Office/Audit Officer

To

....
....
....

Sir,

In acknowledging the receipt of your nomination dated..........................cancellation dated..........................of the nomination made earlier, in respect of D. G. in Form..........................I am to state that they have been duly placed on record.

Signature of Head of Office/
Audit Officer (Designation).

Dated..

FORM B

Nomination of Death Gratuity

[When the officer has a family and wishes to nominate more than one member thereof]

I hereby nominate the person mentioned below, who are members of my family and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service.

Name and address of nominee.	Relationship with officer.	Age.	Amount of Share of gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the officer but before receiving payment of the gratuity.	Amount of share of gratuity payable to each.

This nomination supersedes the nomination made by me earlier on ____________________ which stands cancelled.

N. B.—The officer shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this..day of..19

at..

Witnesses to Signature

1 ....

2 ....

Signature of Officer.

Note 1.--Fourth column should be filled in so as to cover the whole amount of gratuity.

Note 2.–The amounts/share of gratuity shown in last column should cover the whole amount/share payable to the original nominees.

(To be filled in by the Head of Office in the case of non-gazetted officers)

Nomination by..

Designation..

Office..

Signature of

Head of Office..

Dated..

Designation..

Proforma for acknowledging the receipt of the Nomination Form by the Head of Office/Audit Officer.

To

....

....

Sir.

In acknowledging the receipt of your nomination dated........................cancellation dated........................of the nomination made earlier, in respect of D. G. in Form........................I am to state that they have been duly placed on record.

Signature of Head of Office/Audit Officer.

Designation.

FORM C

Nomination for Death Gratuity

[When the officer has no family and wishes to nominate one person]

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service.

Name and address of nominee.	Relationship with officer.	Age.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the officer but before receiving payment of the gratuity.	Amount of share of gratuity payable to each.

This nomination supersedes the nomination made by me earlier on....................................which stands cancelled.

..........................day of.......................................

Dated this..day of..19

at..

Witnesses to Signature

1. ....

2 ....

Signature of Officer.

(To be filled in by the Head of Office in the case of a non-gazetted officer)

Nomination by..

Designation..

Office..

Signature of Head of Office..

Dated..

Designation..

Proforma for acknowledging the receipt of the Nomination Form by the Head of Office/Audit Officer

To

....

....

....

Sir,

In acknowledging the receipt of your nomination dated.................................cancellation dated.................................of the nomination made earlier, in respect of D. G. in Form.........................I am to state that they have been duly placed on record.

Signature of Head of Office/Audit Officer.

Designation.

Dated....................................

FORM D

Nomination for Death Gratuity

[When the officer has no family and wishes to nominate more than one person]

I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below any gratuity that may be sanctioned by Government in the event of my death while in service.

Name and address of nominee.	Relationship with officer.	Age.	Amount of share of gratuity payable to each.	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the officer but before receiving payment of the gratuity.	Amount of share of gratuity payable to each.

This nomination supersedes the nomination made by me earlier on........ which stands cancelled.

N. B.—The officer should draw lines across blank space below the last entry to prevent the insertion on any name after he has signed.

Dated this..day of..19

at...

Witnesses to Signature

1 ....

2 ....

Signature of Officer.

Note 1.–The column should be filled in so as to cover the whole gratuity.

Note 2.–The amount/share of gratuity shown in last column should cover the whole amount/share payable to the original nominees.

(To be filled in by the Head of Office in the case of a non-gazetted officer)

Nomination by..............................

Designation..............................

Office..............................

Signature of

Head of Office..............................

Dated..............................

Designation..............................

Proforma for acknowledging the receipt of the Nomination Form by the Head of Office/Audit Officer.

To

....

....

Sir,

In acknowledging the receipt of your nomination dated........................cancellation dated......................of the nomination made earlier, in respect of D. G. in Form........................I am to state that they have been duly placed on record.

Signature of Head of Office/Audit Officer.

Designation.

Dated

FORM E

Nomination for Family Pension

I. hereby nominate the persons mentioned below who are members of my family, to receive in order shown below the Family Pension which may be granted by Government in the event of my death while in service or after retirement.

Name and address of nominee	Relationship with officer	Age	Whether married or unmarried

This nomination supersedes the nomination made by me earlier on........................ which stands cancelled.

N. B.–The officer should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this...day of...19

at...

Witnesses to Signature

1. ....

2 ....

Signature of Officer.

(To be filled in by the Head of Office in the case of a non-gazetted officer)

Nomination by...

Signature of Head of Office.......................................

gnation...

Dated.......................................

ffice...

Designation.......................................

Proforma for acknowleding the receipt of the Nomination Form by the Head of Office/Audit Officer

....

....

....

Sir,

In acknowledging the receipt of your nomination dated.......................cancellation dated.......................of the nomination made earlier. in respect of Family Pension in Form..................I am to state that they have been duly placed on record.

Signature of Head of Office/Audit Officer.

Designation.

Dated.......................................

[1][Forms referred to in Schedule XV]

Form 14	Form of application for grant of family pension on death of a pensioner, survived other than by a widow/widower.
Form 14-A	Form for application of family pension in respect of pensioners who have retired on or after 1-4-1965 and have a wife/husband living.
[2]Form 14-B	Form for application of family pension in respect of pensioners who have retired on or after 1-4-1965 but before 1-2-1980 and those pensioners who retired on or after 1-2-1980 and who have died without having filled Form 14-A.
Form 15	Form of letter to the nominee of deceased Government servant.
Form 16	Form of letter to the nominee where no nominee exists.
Form 17	Form of application for grant of family pension on death of a Government servant in service/pensioner.
Form 18	Form of application for grant of family pension and death-cum-retirement gratuity to a Government servant for death while in service.
Form 19	Form of letter forwarding papers for grant of family pension.
Form 20	Form of letter sanctioning family pension to the child/ children of a retired Government servant.
Form 21	Form of letter sanctioning family pension of a retired Government servant on the death or remarriage of a widow/widower.

---

1. Inserted vide F. D. Notification SRO-45 dated 28-1-1980.
2. Inserted vide F. D. Notification SRO-131 dated 6-4-1984.

FORM 14

(See rule 28 Schedule XV)

Form of application for the grant of family pension on the death of a pensioner survived other than by a widow/widower.

1. Name of the applicant.

   (Guardian if the deceased person is survived by a minor child or children).

2. Name and age of surviving children of the deceased pensioner.

S. No.	Name	Relationship with the deceased person	Date of birth by Christian era
1			
2			
3			
4			
5			
6			

3. Date of death of the pensioner.

4. Office/Department in which the deceased pensioner served last.

5. If the applicant is guardian, his date of birth and relationship with the deceased pensioner.

6. Full address of the applicant.

7. Name of the treasury or sub-treasury at which payment is desired.

8. Enclosures :

   (i) Two specimen signatures of the applicant duly attested (to be furnished in two separate sheets).

(ii) Two copies of passport size photograph of the applicant duly attested.

(iii) Two slips each bearing left hand thumb and finger impression of the applicant duly attested (to be furnished in case the applicant is illiterate).

(iv) Descriptive Roll of the applicant, duly attested indicating (a) height and (b) personal marks if any on the hand, face etc. (to be furnished in duplicate).

(v) Certificate(s) of age (in original with two attested copies) showing the dates of birth of the children. The certificate should be from the Municipal Authorities or from the Local Panchayat or from the head of a recognised school if the child is studying in such school. (This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the Audit Officer/Head of Office).

9. Signature or left hand thumb impressions*
of the applicant.

10. Attested by

	Name	Full address	Signature
(i)	....	....	....
(ii)	....	....	....

11. Witness :

	Name	Full address	Signature
(i)	....	....	....
(ii)	....	....	....

Note.–Attestation should be done by two Gazetted Government servants or two or more persons of respectability in the Town, Village or Panchayat in which the applicant resides.

---

*To be furnished in case the applicant is not literate enough to sign his name.

In the case of remarriage of the widow while applying for family pension on behalf of the minor child, the widow should furnish (i) the date of her remarriage (ii) name of the treasury/sub-treasury at which payment is desired and (iii) her full address in the application for family pension. It is not necessary to furnish a fresh application nor the documents as they are already available with the pension papers on which family pension was originally admitted to her.

FORM 14-A

(Referred to in rule 29 Schedule XV)

Form of application for family pension in respect of pensioners who have retired on or after 1-4-1965 and have a wife/husband living.

1. Name of the pensioner.

2. Father's name (and also husband's name in case of a female pensioner).

3. Date of birth by Christian era.

4. Religion and Nationality.

5. Permanent residential address.

6. Date of beginning of service.

7. Date of retirement.

8. Total period of qualifying service for which death-cum-retirement gratuity and pension allowed.

9. Last appointment held including name of establishment.

10. Department and office from which retired.

11. Class of pension.

12. Amount of pension (original pension, excluding pension if any commuted).

13. No. of pension payment order.

14. Pay last drawn, substantive pay, officiating pay, special pay, personal pay.

15. Name of Treasury on which PPO issued.

16. Whether nomination made for family pension if so state the name of nominee.

17. Name of the wife/husband to whom family pension is payable after the death of the pensioner.

18. Description Roll of the recipient of family pension as per 17 above duly attested (to be furnished in duplicate).

(i) Height.

(ii) Identification marks.

(iii) Specimen signature or left hand thumb and finger impression (if illiterate).

19. Two copies of passport size photograph duly attested.

Pensioner
P. P. O. Nos.

Certified that the entries contained above are correct. Details of pay last drawn at item 14 have been verified from the L. P. C. issued to the pensioner after his retirement or pay acquittance roll etc. or service book or history of his service.

Head of Office/Department
where from the pensioner retired.

Forwarded to the Accountant General with necessary enclosures listed above for authorising family pension to the wife/husband of pensioner as may be admissible under rules.

Authority who sanction the service
pension.

[1]FORM 14-B

Form of application for family pension in respect of pensioners who have retired on or after 1-4-1965 but before 1st February, 1980 and those pensioners who retired on or after 1-2-1980, and who have died without having filled Form 14-A.

1. Name of the deceased pensioner.

2. Father's name of the deceased (husband's name in case of female Government servant).

3. Permanent residential address.

4. Date of retirement of the deceased Government servant.

5. Date of death of the pensioner.

6. Department and office from which the deceased has retired.

7. Last appointment held including the name of establishment by the deceased Government servant.

8. Class of pension drawn by the deceased.

9. Amount of pension of the deceased (original pension including pension if any commuted).

10. Number of pension payment order.

11. The pay last drawn by the deceased.

12. Name of the Treasury from which the pension was drawn by the deceased.

13. Whether the nominations for family pension made, if so, state the name of the nominee.

14. Name of the wife/husband/beneficiaries to whom the family pension is payable, after the death of the pensioner.

---

[1] Inserted vide F. D. Notification SRO-131 dated 6-4-1984.

15. Description roll of the recipient of the family pension (details duly attested to be furnished in duplicate).

    (i) Identification marks.

    (ii) Specimen signature.

    (iii) Left hand thumb impression and finger impression (of illiterate).

16. Two copies of passport size photograph duly attested.

Signature of the beneficiary.

Certified that entries contained above are correct. Details of pay last drawn have been verified from LPC/Acquittance Roll/Service record of the deceased Government pensioner.

Head of the Office/Department
wherefrom the pensioner retired.

Forwarded to the Accountant General with necessary enclosures mentioned above for authorising family pension to................. as may be admissible under rules.

Authority who forwarded the
service pension case.

FORM 15

(Referred to in rule 25 Schedule XV)

Form of letter to the member of the family of a deceased Government servant where valid nomination for the grant of family pension exists.

No.____________________

Department of________________

Dated the________ __________

To

The____________________

____

Subject :—Payment of family pension in respect of the late Shri/ Shrimati__________________________

Dear Sir/Madam,

I am directed to state that in terms of the nomination made by late Shri/ Shrimati__________________________(Designation)_________________in the Office/Department of________________a family pension is payable to you as his/her nominee.

I am accordingly to suggest that a claim for the grant of family pension may be submitted by you in enclosed Form 17.

Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid precise details of the contingency may kindly be stated.

Yours faithfully,

(Head of Office).

Enclosure :

FORM 16

(Referred to in rule 25 Schedule XV)

Form of letter to the member of the family of a deceased Government servant where valid nomination for the grant of family pension does not exist.

No.____________________

Department of______________

Dated the________________

To

The____________________

____

Subject :–Payment of family pension in respect of the late Shri/ Shrimati________________

Dear Sir/Madam,

I am directed to state that in terms of rule 22 of the Family Pension Rules family pension is payable to the family of the late Shri/ Shrimati____________________(Designation)________________in the Office/Department________________as follows :-

- (a) (i) to the eldest surviving widow or to the husband ;
  - (ii) failing a widow/husband to the eldest surviving son ;
  - (iii) failing (i) and (ii) above to the eldest surviving unmarried daughter ; and
  - (iv) these failing to the eldest surviving widowed daughter ; and
- (b) if there are no surviving members of the family as at clause (a) above
  - (i) to the father ;
  - (ii) failing the father to the mother ;

(iii) failing the father and mother to the eldest surviving brother below eighteen years of age ;

(iv) failing (i), (ii) and (iii) above to the eldest surviving unmarried sister ;

(v) failing the above, to the eldest surviving widowed sister.

(c) No family pension is payable to a person mentioned in clause (b) above without production of reasonable proof that such person was dependent on the deceased for support.

2. I am to suggest that a claim for family pension may be submitted in the enclosed Form 17 as soon as possible, if you have a prior claim to it in accordance with the gradation given above, you are requested to furnish an affidavit to the effect that there is no other surviving member of the family of Shri/Shrimati____________ ranking above you in the order given in the first paragraph. If in the light of the above gradation, you have no prior claim to the family pension, you are requested to intimate this Office/Department that name and address and relationship with the deceased person who according to your knowledge have a prior claim to the family pension. Any false information given or declaration made by you in this connection will render you liable to legal action.

Yours faithfully,

(Head of Office).

FORM 17

(Referred to in rule 25 Schedule XV)

Form of application for the grant of family pension on the death of a Government servant while in service/after his retirement.

1. Name of the applicant.

2. (i) Name of the guardian in case the applicant is minor.

   (ii) Relationship of the guardian with the applicant.

3. Name of the deceased Government servant/pensioner.

4. Relationship of the applicant with the deceased Government servant/pensioner.

5. Date of death of the Government servant/pensioner.

6. Office/Department in which the deceased served last.

7. (i) Date of birth of the applicant.

   (ii) Date of birth of the guardian in case the applicant is a minor.

8. Full address of the applicant/guardian.

9. Name of the Treasury or Sub-Treasury at which payment is desired.

10. Enslosures.

    (i) Two specimen signatures of the applicant duly attested (to be furnished on two separate sheets).

    (ii) Two copies of a passport size photograph of the applicant duly attested.

    (iii) *Two slips each bearing left hand thumb and finger impressions of the applicant duly attested.

    (iv) Description Roll of the applicant duly attested indicating (a) height and (b) personal marks, if any on the hand, face etc. (To be furnished in duplicate).

    (v) If the applicant belongs to a category mentioned at (b) of item 11 below he/she should produce reasonable proof of his/her dependence on the deceased Government servant/pensioner for support.

---

*To be furnished in case the applicant is not literate enough to sign his name.

(vi) If the applicant is a minor brother of the deceased Government servant/pensioner, certificate of age (in original with two attested copies) showing the date of birth should be furnished. (The original will be returned to the applicant after necessary verification).

(vii) Affidavit (please see paragraph 2 of Form 16).

11. Name and age of surviving kindred of the deceased Government servant/pensioner.

Name	Date of birth by Christian era.
(a) Widow/Husband, Sons, Unmarried daughters, widowed daughters.	
(b) Father, Mother, Brother below the age of eighteen years, Unmarried sisters, Widowed sisters.	

12. Signature or thumb impression of the applicant.

13. Attested by :

	Name	Full address	Signature
(i)			
(ii)			

14. Witness :

	Name	Full address	Signature
(i)			
(ii)			

Note 1. Attestation should be done by two Gazetted Government servants or by two or more persons of respectability in the town/village or panchayat in which the applicant resides.

Note 2.--If the applicant is a minor the enclosures against item 10 (i) to (iv) are to be furnished by the guardian.

FORM 18

(Referred to in rule 25 Schedule XV)

Form for assessing and sanctioning family pension and death-cum-retirement gratuity when a Government servant dies while in service. ..

PART I

1. Name of the deceased Government servant.

2. Father's name (and also husband's name in the case of a female Government servant).

3. Date of birth (by Christian era).

4. Date of death (by Christian era).

5. Religion and Nationality.

6. Office/Department in which last employed.

7. Appointment held last :

   (i) Substantive.

   (ii) Officiating.

8. Date of beginning of service.

9. Date of ending of service.

10. (i) Total period if Military service for which pension/gratuity was sanctioned.

    (ii) Amount and nature of any pension/gratuity received for the Military service.

11. Amount and nature of any pension received for previous civil service, if any.

12. Government under which service has been rendered in order of employment.

13. Interruption and non-qualifying service.

14. Length of qualifying service.

15. Emoluments reckoning for gratuity.

16. Proposed death-cum-retirement gratuity.

17. Whether nomination made for :

    (i) Death-cum-retirement gratuity.

    (ii) Family pension.

18. (i) Proposed family pension.

    (ii) Period of tenability of family pension.

19. Person to whom family pension is payable ;

    (i) Name.

    (ii) Relationship with the deceased.

    (iii) Full address.

20. Persons to whom death-cum-retirement gratuity is payable

S. No.	Name	Amount of the share of death-cum-retirement gratuity.	Relationship with the deceased.	Full postal address.
1	2	3	4	5
1				
2				
3				
4				
5				
6				

21. Name of the guardian who will receive payment of family pension and death-cum-retirement gratuity in the case of minor(s).

22. Government dues if any, outstanding against the deceased Government servant.

23. Head of account to which family pension and death-cum-retirement gratuity are debitable.

24. Name of the treasury or sub-treasury where the payment of family pension and death-cum-retirement gratuity is desired.

Place......................

Dated the................ Signature of the Head of Office.

PART II

Section I

(To be filled in if family pension is admissible)

***Emoluments drawn during the last ten months.**

Post held	from	to	pay	personal/special pay	emoluments average.

Section II

Details of non-qualifying service.

1. Interruption(s).
2. Extraordinary leave not qualifying for pension.
3. Period of suspension not treated as qualifying.
4. Any other service not treated as qualifying.

Total :

Section III

Period of service not verified with reference to Acquittance Rolls.

PART III

To be used by the Head of Office in the case of Assumptive family pension and death-cum-retirement gratuity is proposed to be paid.

Details of Assumptive family pension and gratuity.

(a) Assumptive family pension gratuity	Rs...............p.m.
(b) Government dues which have been ascertained and assessed.	Rs.....................
(c) Amount of gratuity held over for adjustment of Government dues which have been assessed so far.	Rs.....................
Net amount of assumptive gratuity payable	Rs.....................

---

*In a case where the last ten months include some period not to be reckoned for calculating average emoluments an equal backwards has to be taken for calculating the average emoluments.

PART IV

Section I

Audit Enfacement.

1. Total period of qualifying service which has been accepted for :—
    - (i) Death-cum-retirement gratuity.
    - (ii) Family pension.
2. Net amount of death-cum-retirement gratuity after adjustment of Government dues.
3. Amount of family pension.
    - (i) If death took place before seven years of service.
    - (ii) If death took place after seven years of service the period of tenability of the enhanced pension.
4. Amount of family pension and the period for which it is tenable.
5. The date from which family pension is admissible.
6. Head of Account to which death-cum-retirement gratuity and family pension are chargeable.

Accounts Officer,
Assistant Accountant General.

Section II

1. Name of the deceased Government servant.
2. Date of death of the Government servant.
3. Date of submission of claim by the family of the deceased Government servant.
4. Amount of family pension authorised.
5. Amount of gratuity authorised.
6. Date from which the payment of family pension and gratuity will commence.
7. Amount if recoverable from gratuity.
8. The amount of gratuity held over for adjustment of unassessed Government dues.

PART V

Introduction.

1. Average emoluments.	The calculation of average emoluments, mentioned in item 19 of part I of this Form should be based on the actual number of days contained in each month.
2. Details of service.	(a) Give date, month and year of the various appointment/promotions and cessations. For the purpose of adding towards broken periods, a month is reckoned as thirty days. (b) All periods not reckoned as service should be distinguished.
3. Indentification marks.	Specify a few conspicuous marks, not less than two if possible.
4. Name.	When initials or the name of the Government servant are or is incorrectly given in the various records consulted, mention this fact in the letter forwarding the pension papers.
5. Date of death.	Date of death to be indicated in the service book and the last pay certificate if any.
6. Alterations.	Alterations to be made in red ink under dated initials of a Gazetted Government servant.

FORM 19

(Referred to in Schedule XV-Rule 26)

Form of letter to the Accounts Officer forwarding papers for the grant of family pension and death-cum-retirement gratuity to the family of a Government servant who dies while in service.

No.________________

Department/Office______

Dated________________

To

The Accountant General,

____

Subject—Grant of family pension and death-cum-retirement gratuity.

Sir,

I am directed to say that Shri__________(Designation)__________ ________died on________________His family has become eligible for the grant of family pension and death-cum-retirement gratuity. Form 18 duly completed is forwarded herewith for further necessary action.

Your attention is invited to the list of enclosures which is forwarded herewith.

The receipt of this letter may be acknowledged and this Department/ Office informed that necessary instructions for the disbursement of family pension and death-cum-retirement gratuity have been issued to the Treasury Officer concerned.

Yours faithfully,

Head of Office.

List of enclosures.

1. Specimen signature or left hand thumb and finger impressions of the beneficiary duly attested.
2. Two attested copies of a passport size photograph of the beneficiary.
3. Descriptive Roll of the beneficiary duly attested.

FORM 20

(See rule 28 Schedule XV)

Form of letter sanctioning family pension to the child or children of a retired Government servant who dies after retirement but does not leave behind widow/widower.

No.________________
Department/Office_____
Dated the____________

To

The Accountant General,
____

Subject—Grant of family pension to the Child/Children.

Sir,

I am directed to say that Shri/Shrimati_____________formerly__________ (Designation)__________________________office was sanctioned pension of Rs._______with effect from__________________on his retirement from service.

2. Intimation has been received in this Office that Shri/Shrimati_____ ______________died on_________________and that at the time of death left no widow/widower but was survived by the following children* :—

S. No.	Name	Son/Daughter	Date of birth in Christian era.	Date from which family pension ceases to be payable
1				
2				
3				
4				
5				
6				

---

*The names of children should be mentioned in the order of eligibility mentioned in Family Pension Rules, Children borne as a result of marriage which took place before the retirement of the Government servant or Children adopted legally before retirement should only be included.

3. In terms of Family Pension Rules the amount of family pension has become payable to the children in the order mentioned above. The family pension will be payable on behalf of the minors to Shri/Shrimati________________________who is the guardian.

4. Sanction for the grant of family pension of Rs.____________per month to the children mentioned above is hereby accorded. The family pension will take effect from________________and will be tenable till________________.

5. The family pension is debitable to the Head________________

6. Attention is invited to the information furnished in the enclosed list.

7. The receipt of this letter may kindly be acknowledged and this Office informed that necessary instructions for the payment of family pension to the guardian have been issued to the Treasury Officer concerned.

Yours faithfully,

Head of Office.

List

1. Permanent address of the guardian.
2. Place of payment (Government Treasury or Sub-Treasury).

Enclosures.

3. Specimen signature or *left hand thumb and finger impressions of the guardian duly attested.
4. Two attested copies of a passport size photograph of the guardian.
5. Descriptive Roll of the Guardian duly attested.

---

*To be furnished in the case of guardian who is not literate enough to sign his/her name.

FORM 21

(See rule 28 Schedule XV)

Form of letter sanctioning family pension to the child or children on the death or remarriage of a widow/widower who was in receipt of family pension.

No.________________
Department/Office______
Dated________________

To

The Accountant General,
____

Subject—Grant of family pension to the Child/Children.

Sir,

I am directed to say that Shrimati/Shri_____________widow/widower of late Shri/Shrimati________________formerly___________________in this office was sanctioned family pension of Rs.____________with effect from the_______________. The family pension was tenable till the death or remarriage of the widow/widower.

2. Intimation has been received in this Office that Shri/Shrimati_____ ______________died/remarried on_____________________________.

3. At the time of death/remarriage Shri/Shrimati________had following children* :—

S. No.	Name	Son/Daughter	Date of birth in Christian era.	Date from which family pension ceases to be payable
1				
2				
3				
4				
5				
6				

*The names of the children should be mentioned in the order of eligibility mentioned in Family Pension Rules. Children borne as a result of marriage which took place before the retirement of the Government servant or Children adopted legally before retirement should only be included.

4. In terms of Family Pension Rules the amount of family pension has become payable to the children in the order mentioned above. The family pension will be payable on behalf of the minors of Shri/Shrimati____________________who is the guardian.

5. Sanction for the grant of family pension of Rs.____________per month to the children mentioned above is hereby accorded. The family pension will take effect from________________and will be tenable till____________________.

6. The family pension is debitable to the Head________________

7. Attention is invited to the information fur[illegible] the enclosed list.

8. The receipt of this letter may kindly be acknowledged and this Office informed that necessary instructions for the payment of family pension to the guardian have been issued to the Treasury Officer concerned.

Yours faithfully,

Head of Office.

List

1. Permanent address of the guardian.
2. Place of payment (Government Treasury or Sub-Treasury).

Enclosures.

3. Specimen signature or *left hand thumb and finger impressions of the guardian duly attested.
4. Two attested copies of a passport size photograph of the guardian.
5. Descriptive Roll of the Guardian duly attested.

---

*To be furnished in the case of guardian who is not literate enou

[1]SCHEDULE XVI

[Referred to in Note 6 below Art. 185]

Rules governing allocation of pensionary liability between the Central and the State Governments (Extracts from Appendix 3, Account Code Vol. I)

(i) For the purpose of these rules,

(a) "length of service" means length of "qualifying service".

(b) Service under a Government includes period for which a Government servant drew pay or leave salary from that Government.

(c) When pensionary charges are apportioned under these rules between different Governments on the basis of length of service, the period of probation or training during which the Government servant did not hold a sanctioned charge should be excluded from the calculation of such service.

(d) Foreign service should be treated as service under the Government which received or remitted, as the case may be, the contribution for pension in respect of such service.

(e) Compassionate allowances are treated as pensions.

(ii) The pensionary liability under these rules shall be distributed among the employing Governments in proportion to the periods for which the Government servant concerned has drawn pay or leave salary from each Government, *i.e.* in proportion to the length of service rendered under each.

(iii) When a deficiency in qualifying service is condoned, the period condoned should be reckoned as service under the Government which condones it.

(iv) A Government servant, who during the last three years of his service served under one Government but was concurrently remunerated by both Governments or who served under and was remunerated by both the Governments simultaneously, should be considered to have served during this period under each of these Governments for a period proportionate to the cost which each Government incurred.

---

1. Inserted vide F. D. Notification SRO-318 dated 30-9-1964.

(v) Services of such retired Government servants shall be expressed in terms of months, 15 days or more being regarded as a month. When share of pension debitable to a particular Government comes to less than a rupee it shall be neglected.

(vi) When a portion of such pension is commuted by payment of the capitalised value of a portion of his pension to the pensioner, the amount commuted may be taken as being in absorption or reduction of the shares debitable to the different Governments in the order in which those shares rise from the least to the largest amount.

Thus if out of a pension of Rs. 200 per month which is apportioned as follows :—

State	...	Rs. 50
Centre	...	Rs. 150

Rs. 100 is commuted, the commutation will have the effect of extinguishing the share of Rs. 50 debitable to the State and reducing from Rs. 150 to Rs. 100 the share debitable to Centre.

The capitalised value of the amount commuted shall be, debited to the respective Government, in proportion to the amounts by which their monthly shares of the pensions have been reduced.

(vii) In respect of "Leave Salary" the rules of allocation apply only to Government servants governed by the leave rules under the Fundamental Rules. In such cases the incidence of leave salary shall be determined by the provisions of Appendix 3 Account Code Vol. I. For Central Government servants governed by the Revised Leave Rules, 1933, and the State Government servants governed by the Leave Rules of the State there is no need to allocate the leave salary inasmuch as the recoveries by way of contribution at the rate of 11% towards leave salary shall be made from the borrowing Governments.

In the case of Central Government employees to whom Revised Leave Rules, 1933, do not apply, the rates of monthly contribution for leave salary payable during active service shall be :—

1. Members of the All-India and Class I Central Services subject to Special Leave Rules	...	$16^{2}/_{3}\%$
2. Members of the All-India and Class I Central Services subject to ordinary Leave Rules		15%
3. Members of Class II and Subordinate Central Services.	...	[illegible]%

[1]SCHEDULE XVII

[2]Rules and Syllabi for Accounts Examination of Junior Engineers/ Asstt. Engineers/Asstt. Executive Engineers/Executive Engineers and their admission to Accounts courses in the Accountancy Training Schools w. e. f. 29-10-1987.

1. These rules may be called the Jammu and Kashmir Engineers (Accounts Examination) Rules, 1973.

2. *Definitions.*—In these rules, unless the context otherwise requires.—

(i) "Administrative Department" means the Department in the Civil Secretariat holding the administrative charge of the concerned wing of the Engineering Service or Engineering Wing of any other Department.

(ii) "Commission" means the Public Service Commission of Jammu and Kashmir.

(iii) "Examination" means the Accounts Examination prescribed under these rules.

(iv) "Engineer" means any Sectional Officer, Junior Engineer, Assistant Engineer, Asstt. Executive Engineers (w.e.f. 29-10-87), Executive Engineer or Superintending Engineer belonging to the Jammu and Kashmir Engineering Service and includes any such Engineer designated as Engineer or otherwise, working in any Government Department or on deputation to foreign service.

(v) "School" means Accountancy Training School.

3. These rules apply to all Engineers working in various wings of the Engineering Departments and to such Engineers as are working in any Government Department (other than the Engineering Department) or are on deputation to foreign service.

4. (a) Every Engineer above the rank of an Assistant Engineer, shall pass the examination in accordance with the syllabus "A" prescribed in the annexure to these rules.

[3][Excepting the Executive Engineers/Superintending Engineers who had put in more than three years service on the 2nd day of August, 1966 or had been confirmed as such before that date or had attained the age of 45 years on or before 2nd August; 1966 the Assistant Engineers who had also attained the age of 45 years on or before the aforesaid date are also exempted from passing the Accountancy Examinations].

---

1. Recast vide F. D. Notification SRO-515 dated 20-10-1973.
2. Recast vide F. D. Notification SRO-55 dated 31-1-1997.
3. Inserted vide F. D. Notification SRO-116 dated 15-3-1975.

(b) Every Assistant Engineer shall, and any Junior Engineer having more than one year service as such or any Sectional Officer having more than five years service as such, may pass the Examination in accordance with the syllabus "B" prescribed in the annexure to these rules.

Explanation.—Engineers (except the Assistant Engineers who may be deputed for training to the School) will prepare at their own expenses for the examination which will be arranged by the Commission from time to time.

(c) Every Engineer, other than a Junior Engineer or a Sectional Officer, shall have to pass the examination before the end of December, [1]1977 or within a period of [1]three years (hereinafter referred to as the prescribed period) from the date of his first appointment as Engineer, which ever is later, and until the expiry of the period aforesaid, such Engineer shall continue to draw his normal increments admissible under rules in the scale to which he has been appointed.

5. (a) Any Engineer who does not pass the examination within the prescribed period shall not draw any further increment in the scale held by him, after the expiry of the prescribed period until he passes the examination.

[2][(b) While such an Engineer may pass the examination any time after the expiry of the prescribed period, his increment(s) for the period intervening the date of expiry of the prescribed period and the date of passing of the examination, shall remain withheld, but the withholding shall not have the effect of postponing his future increments] [3][An Engineer stopped at efficiency bar from a date prior to expiry of the prescribed period, for want of passing the examination, may after his having passed the examination be allowed to cross the efficiency bar retrospectively from the date it was due, without any arrears upto the date of passing the examination. Pending cases of the nature, if any may be decided accordingly].

(c) Any Engineer promoted as Executive/Superintending Engineer, after the commencement of these rules, without having passed the examination, shall not be entitled to draw next increment in the promoted scale unless he passes the examination prescribed under syllabus "A". In case he passes the examination within one year of his promotion he will draw increments in normal course from the date of his promotion, but if he passes the examination subsequently after the period of one year [2]his increment(s) till the date of his passing the said examination, will remain withheld but withholding shall not have the effect of postponing his future increments.

---

1. Correction made vide SRO-624 dated 26-10-1977.
2. Recast vide F. D. Notification SRO-116 dated 15-3-1975.
3. Inserted vide F. D. Notification SRO-36 dated 30-1-1984.

[1]5-A. Notwithstanding anything contained in rules 4 and 5 an Assistant Engineer who may be in service on 1-1-1982 or who is appointed a fresh thereafter shall have to pass the Accountancy Examination before he reaches the efficiency bar at Rs. [2]1,330 in the revised scale of 1050-1710. He will cross the efficiency bar only after qualifying the Accountancy Examination. Similarly in-service Executive Engineers or an Executive Engineer appointed as such after 1-1-1982 shall not cross the efficiency bar at Rs. 1,900/- in the revised scale of 1300-2030 so long as he does not clear the Accountancy Examination.

6. Notwithstanding anything contained in these rules, if before the commencement of these rules :

(a) any Engineer having been appointed to or put incharge against any of the posts shown in column 2, subject to his passing of the examination, whether expressly mentioned in the order or not, has passed the relevant examination under rules in force before such commencement, he shall be deemed to have been appointed to the post shown against each in column 3 below in the scale sanctioned for it from time to time with effect from the date of his assumption of charge of such appointment or post shown in column 2.

(1) (2) (3)

Sl. No.

1. Assistant Engineer Incharge Executive Engineer,
   Division/Executive Engineer.
2. Executive Engineer Incharge Superintending Engineer,
   Circle/Superintending Engineer.

(b) Any Engineer having been appointed to or put incharge against the posts shown in Col. 2 above, subject to his passing of the examination whether expressly mentioned in the order or not and who has not passed the relevant examination under the rule in force before such commencement, shall be deemed to have been appointed to the post shown against each in Col. 3 above, in the scale sanctioned for it from time to time, with effect from the date of his assumption of charge of such appointment or post shown in Col. 2 :

Provided that any such Engineer shall have to pass the examination within the prescribed period and the provisions of rule 4(c) and 5(a) shall apply *mutatis mutandis* in such cases.

(c) In cases covered both by (a) and (b) above every Engineer shall have the option of electing the scale of pay of post mentioned in Col. 3 above from the date of his passing the examination instead of from the date of his assuming the charge of office of the post mentioned in Col. 2 above, if more favourable to him.

---

1. Inserted vide F. D. Notification SRO-108 dated 30-3-1982.
2. Corrigendum No. F. D. A/12(82) 545 dated 18-5-1984.

(d) The option under clause (c) above shall be exercised within a period of three months from the date of issue of these rules or passing of the examination, whichever may be later, by a letter addressed to the Accountant General. The option once exercised shall be final.

(e) The exercise of option under clause (c) above shall not affect the seniority.

[1]6-A. "Notwithstanding any thing contained in these rules Junior Engineer Grade I in the scale of Rs. 2125-3600 who may be in-service on the date of issue of this Notification or appointed/promoted as such hereafter shall be stopped at the stage of Rs. 3200/- in the scale of Rs. 2125-3600 till he qualifies the prescribed Accountancy Examination. Thereafter no increments should be given or the promotion confirmed till the accountancy examination is passed."

7. The examination shall be conducted by the Commission who shall hold it at least twice a year and fix dates therefor.

8. (a) The prescribed form of admission to the Examination shall be forwarded to the Commission by the concerned ;

[2][(b) Head of the Department in the case of Superintending Engineers/ Joint Directors and those Executive Engineers/Deputy Directors who are directly working under him ;

(c) Superintending Engineer/Joint Director in the case of the Executive Engineers/Dy. Directors and Assistant Engineers/Assistant Directors working directly under him ; and

(d) Executive Engineer/Deputy Director in the case of the Assistant Engineers/Assistant Directors working in the Division under his administrative and technical supervision] ;

(e) The forms for admission to the examination in the case of trainees shall, however, be forwarded by the Principal, Accountancy Training School, to the Commission :

Provided that he shall not forward the form of any such trainee who—

(i) has not attended the school for at least 90% lectures in each subject of the examination ;

(ii) is reported not to have devoted himself whole-heartedly to his studies and has not given a good account of his conduct throughout the course of training :

Provided further that the Principal of the School may at his discretion relax up to 10% the restriction of 90% attendance in any individual case

---

1. Inserted vide F. D. Notification SRO-55 dated 31-1-1997.
2. Substituted vide P. W. D. Notification SRO-543 dated 31-8-1976.

where he is satisfied that the progress of a trainee has been satisfactory and that the shortage in attendance was due to circumstances beyond his control.

9. (i) The minimum pass marks shall be 40% in each paper and 45% in aggregate.

(ii) A candidate who appears in all the papers at a time and passes in all but one paper, may be given grace marks not exceeding 10 by the Commission to enable him to secure the minimum number of pass marks in the paper in which he fails ; provided that he has already obtained the aggregate prescribed without such grace marks.

(iii) Candidate who obtains 50% or more marks in any paper but fails in the examination as a whole, shall be exempted from appearing in that paper.

(iv) A candidate who appears in all the papers at a time and passes in all the papers individually, but fails to secure the aggregate marks prescribed, may be given grace marks not exceeding 10 by the Commission in order to enable him to secure the minimum aggregate, as the case may be.

10. A Superintending Engineer/Executive Engineer who has qualified himself in the examination as Assistant Engineer, is exempted from appearing in any other Accounts Examination under these rules.

11. The period of training in the School for Assistant Engineers Examination in syllabus "A" shall be three months, provided that this period may be extended by the Finance Department when there are reasons for doing so.

12. The deputation of Assistant Engineers to the School shall be made by the Administrative Department who may, if necessary, depute eligible Junior Engineers/Sectional Officers for training in the School, in consultation with the Finance Department.

13. During the period of their training, the trainees shall continue to draw their pay and allowances in the usual course without any incidence on the School grants.

14. The School shall not allow any T. A. to the trainees at the time of joining the school or at the time of being relieved from there after completion of the training period. Such claims shall be paid by the Department where the trainee draws his pay.

15. (a) During the training period leave to the trainees shall be granted by the authority competent to sanction their leave on the recommendation of the Principal of the School.

(b) Casual leave may, however, be granted by the Principal as and when necessary :

Provided that any trainee proceeding on leave of any kind other than casual leave shall do so at his own risk as envisaged in rule 8(b).

16. Trainees who are found guilty of misconduct or deliberate disobedience of order or who repeatedly refuse to conform to the procedure, prescribed for the conduct of training, may be discharged from the School by the Principal and reverted to their Administrative Department, which shall take disciplinary action against them and debar them from taking the examination, besides making them to refund their pay for the period spent in the school.

17. The Finance Department may appoint Instructors for delivering of extension lecturers in technical subjects of the training course and sanction honoraria in their favour not exceeding Rs. 40/- per lecture :

Provided that in making such appointments the Instructors shall be drawn from the service which deals with the subject in which the extension lectures are to be delivered.

18. (a) Rules and procedures regarding the conduct of examination shall be prescribed by the Commission.

(b) The applications for admission to the examination shall be made in accordance with the provisions of the notifications that may be prescribed by the Commission in this behalf and shall be accompanied by the Treasury Receipt for the amount of examination fee as may be prescribed by the Commission from time to time and any other document as may be notified.

19. The old rules are hereby repealed and any examination passed by an Engineer under the old rules shall be deemed to have been passed under these rules.

ANNEXURE REFERRED TO IN RULE 4(a)

Syllabus "A"

Syllabus "A" contains two papers.

Paper I—Public Works Accounts ;

Paper II—(a) J&K Financial Code Vol. I ;

(b) J&K Civil Service Regulations Vol. I ;

(c) Fundamentals regarding Contract Law, Law of Limitations and Arbitration Act.

Each paper shall have the maximum marks of 100 and the time allowed shall be three hours.

The detailed instructions for each paper are contained hereunder :—

Paper I.—Public Works Accounts.

Five questions have to be attempted and the book prescribed for this paper is J&K Public Works Accounts Code (Revised Edition). The entire book is to be studied and the majority of questions of theoretical nature shall be asked from Chapters II, III, IV, VII, IX, XIII and XXIII. The questions shall be exclusively of theoretical nature, and shall be of comparatively higher standard than those of Assistant Engineers. In order to test the knowledge of a candidate of the subject he may be asked to commute upon the issue relating to P.W. Accounts. Use of book is not allowed.

Paper II—(a) J&K Financial Code Vol. I.

The entire book is prescribed, but the study of the following Chapters is specially recommended :—

I, II, III, IV, VII, XVI, XVII and XVIII.

30 marks are earmarked for this part of the paper. The candidates shall have to attempt two questions and the questions would be of practical nature and the knowledge of the candidate would be tested by asking to comment upon issues relating to the financial matters.

(b) J & K Civil Service Regulations Vol. I.

This part also carries thirty marks and two questions shall have to be attempted. The questions would be of practical nature and the candidate may be asked to comment upon the issues relating to leave, joining time, T.A., delegation of administrative powers, pay and allowances and qualifying service for pension.

(c) Fundamentals regarding Contract Law of Limitations and Arbitration Act.

For this part 40 marks are earmarked and two questions shall have to be attempted. The candidates are required to possess thorough knowledge of various clauses of P.W.D. contracts. The study of original Acts is insisted upon and to supplement the knowledge. M. C. Shukla's "A Manual of Mercantile Law" and Seatla's "Book of Mercantile Law" are recommended. The questions shall be of practical nature and of higher standard.

Use of bare Acts is allowed for Part [1]C of this paper.

---

[1] Corrigendum issued vide No. A/42(67)-1852 dated 7-6-1976.

ANNEXURE REFERRED TO IN RULE 4(b)

Syllabus "B"

The syllabus consists of two papers, Paper I and Paper II.

This paper consists of two parts namely,

Part (I) Theory and Part (II) Practical.

Part I.—In this part the questions will be asked from Public Works Accounts Code (Revised Edition).

The following Chapters only are prescribed :—

(i) Chapter II–Definitions.

(ii) Chapter III– General Outlines of System of Accounts.

(iii) Chapter IV–Relations with Accountant General.

(iv) Chapter VI–Cash.

(v) Chapter VII–Stores.

(vi) Chapter X–Works and Accounts.

(vii) Chapter XIII–Suspense Accounts.

(viii) Chapter XXIII–Miscellaneous.

The maximum marks prescribed for this part are 50 and the time allowed is 1½ hours. The total number of questions to be attempted is four. The questions shall be simple, theoretical to test the candidate's knowledge of structure of P.W.D. Accounts etc.

Part II–(Practical).—This part consists of two items :—

(a) PWD Accounts Code.

(b) Kashmir Book of Financial Powers.

Total marks for this part are 100 and the time allowed is three hours. The number of questions to be attempted is five. For item (a) PWD Accounts Code, simple questions would be set to test the working knowledge of the candidates of writing up various account forms, such as cash book, imprest cash book, material-at-site accounts, stock returns, register of works, works abstract and preparation of contractor's bills. Four questions have to be attempted from this item and 80 marks are earmarked therefor. For item (b) Kashmir Book of Financial Powers, questions would be set to test the candidate's knowledge regarding competency of sanction relating mostly to PWD Department. Only one question has to be attempted which carries 20 marks.

The use of the following books is allowed :—

(i) J&K PWD Accounts Code (Revised Edition).

(ii) Book of Forms referred to in J&K PWD Accounts Code.

(iii) Kashmir Book of Financial Powers.

Paper II.—This paper contains three items namely :—

(a) J & K Financial Code Vol. I (Revised Edition).

(b) J & K Civil Service Regulations Vol. I.

(c) Fundamentals regarding Contract Law, Law of Limitations and Arbitration Act.

The paper is of three hours duration and the maximum marks allowed are 100.

For item (a) J&K Financial Code Vol. I, the following Chapters are prescribed :—

Chapter I–Definitions.

Chapter II—General Principles and Rules.

Chapter III—Checks of revenue and receipts.

Chapter IV—Pay, Allowances and Pensions General Rules.

Chapter VII—Contingencies-H. Sec. XII.

Special rules relating to Certain types of Contingencies.

Chapter XVI—Budget.

Chapter XVII—Powers of Sanction.

Chapter XVIII—Miscellaneous subjects.

Two questions have to be attempted out of this item carrying 40 marks and the questions shall be of theoretical nature.

For item (b), J&K Civil Service Regulations Vol. I the questions shall be confined to general principles only. Two questions carrying 40 marks have to be attempted and the questions would be of practical nature. Use of the book J&K Civil Service Regulations Vol. I is permitted.

For item (c), Fundamentals regarding Contract Law, Law of Limitations and Arbitration Act, knowledge of various clauses of PWD contracts would be tested. The study of original Acts is insisted upon. Only one question carrying 20 marks has to be attempted out of this item. The question would be of practical nature. Use of bare Acts only is allowed.

SCHEDULE XVIII

(Referred to in Note 4-B Article 52-A of J&K C. S. Rs.)

STANDARD TERMS OF DEPUTATION

1. Period of deputation...years from... (Date to be given).

2. **Pay.**—The deputationist will have the option either to get his pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him in his parent Department plus a deputation allowance. (Where transfer on deputation is not in the public interests the deputationist will continue to draws pay of the post held by him in his parent Department without any deputation allowance).

3. **Dearness allowance.**—The dearness allowance shall be entitled under the rules of the parent Government or under the rules of the borrowing Government/body according as the deputationist retains his scale of pay under the parent Government or he draw pay in the scale attached to the post under the borrowing Government/body.

[1]4. The deputation allowance shall be admissible subject to the orders of the competent authority in each case.

5. **Local Allowances.**—To be regulated under the rule of the borrowing Government/body.

6. **Joining time pay and transfer T. A.**—The deputationist will be entitled to T. A. joining time and joining time pay both on joining the post on deputation and on reversion therefrom to the parent Government under the rules of the Government/body to which he is deputed. The expenditure on this account will be borne by the borrowing Government/body.

7. **T. A. for journey on duty during the period of deputation.**—To be regulated under the rules of the Government/body to which he proceeds on deputation.

8. **Leave and pension.**—During the period of deputation, the leave and pension rules of the parent employer applicable before proceeding on deputation, shall apply.

The allocation of leave salary and pensionary charges will be regulated under the rules of allocation, if the deputation is to the Central/State Government. In other cases the leave and pension contribution at the rates prescribed vide Art. 185 of the J&K C. S. Rs. shall be payable.

---

1. Recast vide F. D. Notification SRO-420 dated 3-8-1979.

9. **Provident Fund benefits.**—Shall continue to subscribe to the Provident Fund of his parent Government to which he may be subscribing when he is placed on deputation, in accordance with the rules of such Fund.

A deputationist who is governed by the C .P. Fund Rules, Government contribution is payable for the period of his deputation by the Government/ body to whom he is deputed.

10. **Medical concessions.**—These concessions will be allowed under the rules of the borrowing Government/body. In case such concessions are not allowed by the latter or are less advantageous than allowed in the parent department the deputationist will be entitled to get the same concessions as in his parent department.

11. **Commencement and end of deputation.**—The deputation will commence on the date on which the deputationist hand over charge of his post under the Government and end on the date on which he assumes charge of the post under Government.

[1]12. During the period of deputation sanctioned to the grant of leave etc. including advances from G. P. Fund will be regulated as under :—

(a) where deputation is to a Corporation, Company, Autonomous Body or any other Non-Government Organisation, the sanction to leave, G. P. Fund advances/withdrawals etc. and the disbursement of leave salary and advances will be made by the parent department ;

(b) where deputation is to Central Government or to other State Governments sanction to leave, G. P. Fund advance etc. will be issued by the borrowing Government but the leave salary will be disbursed by the parent Government.

[2]*Note.*—For sanctioning of leave and disbursement of leave salary Government Instructions below Art. 185-B refers.

[3]13. The provisions of Arts. 52-C and 52-D shall apply in addition to the terms and conditions specified above.

---

[1] Recast vide F. D. Notification SRO-420 dated 3-8-1979.
[2] Inserted vide F. D. Notification SRO-277 dated 8-7-1982.
[3] Inserted vide F. D. Notification SRO-420 dated 3-8-1979.

[1]SCHEDULE XIX

Guidelines for regulating terms and conditions of service during foreign assignments (referred to in Art. 55-A).

Cases in which Government servants proceed abroad on foreign assignment may be broadly categorised as under :—

(a) When a Government servant is selected by the Government of India for foreign assignment with a foreign country after due sponsorship by the Central Government.

(b) When a Government servant of his own, manages an offer for a foreign country.

(c) When a Government servant of his own, wants to go abroad for prosecution of higher studies and side by side takes up employment there.

The terms and conditions of such deputationists as are sponsored for foreign assignment as specified in category (a) above, shall be as under :—

Period of deputation :

Period of foreign service is to be treated as service under Government and transferee shall remain in cadre in which he was included in substantive or officiating capacity immediately before such transfer and will receive such substantive promotion to higher grade etc. as authority competent to order promotion may decide.

Where a Government servant may extend his stay abroad beyond the sanctioned period of deputation, the time spent in excess of the authorised period will not count as service for any purpose.

Pension :

Transferee will continue to be governed by the pension rules of parent employer for which he shall pay pension contribution to parent employer. This however does not hold good in respect of assignment with UN or allied International Bodies.

Leave :

Grant of leave will be governed by leave rules of foreign employer and period of foreign service will not count as duty for purposes of Government

---

1. Inserted vide F. D. Notification SRO-286 dated 28-6-1984.

leave rules and period of leave taken will not be debited to his leave account with Government. The candidate will pay leave salary contribution (where applicable) and pension contribution unless the foreign employer has consented to pay the same.

Date of commencement :

Foreign service commences from the date of Government servant relinquishes charge of the post in Government service, if already on leave then foreign service commences from the date his deputation is sanctioned. It terminates on the day transferee takes charge of his post in Government service. On resuming his duty in the Government the officer will draw pay at the rate which he would have otherwise drawn but for his deputation, except in a case where the Government servant has stayed abroad beyond the sanctioned deputation period, State Government will not bear any expenses for the to and fro passage charges of the officer or either on his joining foreign assignment or on return therefrom.

During the period of foreign service, the employee will continue to subscribe to the Provident Fund.

Regarding category 'B' cases, the Department/Office may take action in terms of the provisions contained in rule 14 (b) of the Jammu and Kashmir Civil Service Leave Rules, 1979. Accordingly a person who seeks employment abroad and joins foreign assignments without seeking proper permission of the Government to take up such assignments infringe the rules and in their case disciplinary action shall be taken for their unauthorised absence. Such action includes termination of service.

As regards Government servants who are authorised to take up foreign assignment with proper permission of the Government in their case, Department/Office may take action in the light of the provisions contained in rule 14 (b) above.

The other category of employees of Government servants is those who intend to prosecute higher studies at their own cost in the foreign countries either on fellowship scheme basis or otherwise and take up employment simultaneously there. In such cases also the Government servants should seek prior permission of the Government and where permission is granted, the period shall be treated as dies non without constituting any break in the past service rendered by the officer. On his return the officer may be allowed to assume his duty provided the post from which he proceeds abroad has not been abolished or permanently filled up and the substitute arrangements made in his place if any are reversed. Government servants having less than five years of service may not be granted permission for such assignments. The period of absence shall not count for purpose of pension, leave or increments.

Pending cases if any shall be decided accordingly.

[1]SCHEDULE XX [Deleted]

---

[1] Deleted vide SRO-372 dated 20-7-1987.

[1]SCHEDULE XXI

JAMMU AND KASHMIR CIVIL SERVICES (LEAVE TRAVEL CONCESSION) RULES, 1996.

1. *Short title, commencement and applications :*

(1) These rules shall be called the Jammu and Kashmir Civil Service (Leave Travel Concession) Rules, 1996.

(2) These rules shall come into force with effect from 1-4-1996.

(3) Subject to the provisions of sub-rule (4) these rules shall apply to the persons appointed to the Civil Service and posts in connection with the affairs of the State.

(4) These rules shall not apply to the —

(i) persons not in whole time employment ;

(ii) persons in casual and daily rated employment ;

(iii) persons paid from contingencies ;

(iv) persons in work charged establishment ;

(v) persons employed on contract except when the terms of contract provide otherwise ;

(vi) persons re-employed after retirement except when the terms and conditions provide otherwise ;

(vii) persons eligible to any other form of Travel Concession available during leave or otherwise.

2. *Scope :*

The Leave Travel Concession shall cover the Government servant himself/herself and his/her family.

3. *Definitions :*

In these rules unless the context otherwise requires : –

(a) "a place in India" will mean any place within the territory of India, whether it is in the main-land India or overseas.

---

[1] Substituted vide Notification SRO–128 dated 9-4-1996.

(b) "Controlling Officer" for purpose of these rules means the authority prescribed for countersigning T. A. Bills in terms of Note 2 to Art. 368 of Jammu and Kashmir Civil Service Regulations (excluding the "Exception" thereunder), specified as under :—

(i) For Non-Gazetted Govt. Servant.	Gazetted Officer incharge of establishment to which the Govt. servant belongs.
(ii) For Gazetted Officer	Next higher Administrative Officer.

(c) "Sanctioning authority" for purpose of these rules means the authority competent to sanction Leave Travel Concession to the Government employees, which shall be as under :—

(i) For Non-Gazetted Officers.	Head of the Department concerned or Commr./ Secretary to Government of the concerned department in the case of Secretariat employees.
(ii) For Gazetted Officers.	Government in the Administrative Department.

(d) "Disciplinary authority" means an authority which is empowered to impose penalties to Government servants in terms of Rule 30 of Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules.

(e) "Family" for the purpose of these rules means the Government servant's spouse and other members of his/her family as defined in Art. 15 of Jammu and Kashmir Civil Service Regulations.

(f) "Shortest direct route" shall have the same meaning as given in Art. 306 (a) (b) and (c) of Jammu and Kashmir Civil Service Regulations.

(g) "Form" means the form appended to these rules.

(h) "Block of years" means a block of four years, the first block thereof commencing from financial year 1996-97 (i.e. 1996-1997, 1997-1998, 1998-1999 and 1999-2000).

(i) "Year" means a financial year beginning from 1st April and ending 31st March.

4. *Declaration of Family* :

Every Government servant shall declare his/her "family" at the beginning of a block of four years in Form (1). This declaration duly certified by a Gazetted Officer, in case of Non-Gazetted employees, shall be registered with the Head of the Office. The Head of the Office shall after satisfying himself/herself accept and paste the declaration with the Service Book of the employee and make use of it invariably at the time when an application for LTC is made by the employee. On the occurrence of any change in the family strength, the employee shall make a fresh declaration in the prescribed manner.

5. *Admissibility of Leave Travel Concession* :

(1) The Leave Travel Concession shall be admissible to a Government servant specified in sub-rule (3) of rule 1 and his/her family once in a block of four years only if Government servant has completed five years continuous regular service under Government on the date of application (to be made in Form-2) for such concession :

Provided that an employee completing five years continuous regular service during the course of a block of 4 years shall be eligible to avail of the L.T.C. during the remaining period of the same block.

(2) The concession shall be admissible during any period of leave including Casual Leave.

(3) The concession will not be admissible when a Govt. servant undertakes journey during the week-end-holidays or any other period of holidays alone without any leave.

(4) The concession shall not be admissible to a Govt. servant who proceeds on regular leave and then resigns his post without returning to duty.

(5) Government servant serving in the Vacation Department and entitled to enjoy regular vacation can avail of LTC during vacation period.

(6) The concession shall not be admissible to a Govt. servant (including his/her family) during the period of suspension.

(7) In the case of husband and wife who are both Govt. servants, he or she can avail of the Leave Travel Concession as a family member of his or her spouse.

(8) Government servant(s) on deputation/Foreign service shall be entitled to LTC under these rules. The expenditure on LTC in such cases shall be paid

by the borrowing agency subject to its sanction by the Administrative Department to which the employee(s) belongs.

(9) A Government servant who has availed of Leave Travel Concession under the Jammu and Kashsmir Civil Services (LTC) Rules, 1990 shall not be eligible for LTC during the first block of 4 years commencing from 1996-97.

6. *Declaration of place of visit :*

(1) When the Leave Travel Concession to visit any place in India is proposed to be availed of by a Government servant or any member of his/her family the intended place of visit shall be declared by the Government servant in advance in Form 2. The declared place of visit may be changed before the commencement of the journey with the approval of the authority competent to sanction LTC in exceptional circumstances.

2. A Government servant and each member of his/her family may visit different places of their choice during a block of four years. It shall not be necessary for members of family of a Government servant to visit the same place as that visited/may be visited by the Government servant.

7. *Counting of LTC against a particular Block :*

(1) A Government servant and members of his/her family availing of Leave Travel Concession may travel in different groups at different times during the block of 4 years. The concession so availed of will be counted against the block within which the outward journey commenced even if the return journey is performed after the expiry of the block.

(2) A Government servant who is unable to avail of the Leave Travel Concession within a particular block may avail of the same within the first year of the next block.

(3) The Leave Travel Concession availed of by a Govt. Servant referred to in sub-rule (9) of rule 5 shall be counted against the first block of 4 years.

8. *Entitlement :*

(1) Journey by Rail. The entitlement for travel by train under these rules shall be as under :—

(i) Govt. servants drawing basic pay above Rs. 3,200/- P.M.	Second Class AC-2-tier sleeper/Ist class.

(ii) Govt. servants drawing basic pay of Rs. 1,701 to Rs. 3,200/- P.M.	First Class/Air Conditioned chair Car.
(iii) Govt. servants drawing basic pay upto Rs. 1,700/- P.M.	Second class sleeper.

(2) *Journey by Road :*

(a) The travel by road to any place outside the State shall not be admissible except between stations not connected by rail.

(b) Travel by Road within the State shall be undertaken in buses of J&K State Road Transport Corporation and/or J&K Tourism Development Corporation alone.

(c) The Government assistance towards the cost of journeys between places not connected by rail will be admissible to the Government servants subject to the provisions of clause (b) above, as under :—

(i) Where a public transport system with vehicles running between fixed points at regular intervals and charging fixed rates exists the assistance is the fare actually charged by such a system for the appropriate class of accommodation.

Explanation :

"Appropriate class" means :—

(a) Government servants entitled to travel by Ist Class or above on rail.	By any type of bus.
(b) Other Govt. servants	By ordinary bus/Express bus.

(ii) Where a Public Transport system does not exist or where no other means of transport is available, the assistance will be regulated as in case of journeys on tour in terms of Art. 318(b) of Jammu and Kashmir Civil Service Regulations.

(3) *Journey by Air.—*

The Government servants may travel by air between places not connected by rail, where an alternative means of travel is more expensive.

Note :— The provisions of this sub-rule shall also apply in case of Government employees posted in Ladakh Region for the grant of concession during the winter season, when road between Srinagar and Leh region remains blocked. The concession will be subject to the following conditions :—

(i) The facility of air travel will be admissible only during the period from 15th November to 15th March.

(ii) The facility will be limited to air travel between Leh and Srinagar/ Jammu as the case may be.

(iii) The air travel facility will be allowed to the Government servant, his/her spouse and only two dependent children (upto the age of 18 years for boys and 24 years for girls).

(4) In regard to places in territory of India, connected by shipping steamer services, the entitlement of a Government servant to travel by ship/ steamer will be regulated as in case of journeys by ship/steamer undertaken on tour (Art. 316-A of Jammu and Kashmir Civil Service Regulations).

(5) Entitlement shall be decided by the status of the Govt. servants as on the date of forward journey.

(6) If a Government servant travels by a class higher than to which he is entitled, Government assistance will be restricted to the rate of entitled class. If he travels by a lower class, the assistance will be based on the lower class fare actually paid.

9. *Limitations on admissibility of L.T.C. Charges :*

(1) Reimbursement under Leave Travel Concession shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed only on the basis of a point to point journey or a through ticket over the shortest direct route.

(2) Reimbursement of rail fare by chartered rail coaches and Air Fare, if any paid because of temporary dislocation of surface transport, shall be restricted to the amount admissible by entitled class (Rail/Road).

(3) Telegram charges for reservation of Railway berths are in-admissible.

10. *Grant of advance and adjustment thereof :*

(1) (a) Advance may be granted to Government servants by the authorities competent to sanction Leave Travel Concession to enable them to avail

themselves of concession for leave travel to any place in India. The application for grant of LTC advance shall be made in Form 2. The amount of such advance in each case shall be limited to 90% of the estimated amount, which Government would have to reimburse in respect of the cost of the journey bothways.

(b) Sanction for availing of LTC and grant of advance, therefor shall be issued by the competent authority in the prescribed Form 5.

(2) If the family travels separately from the Government servant(s), the advance may also be drawn separately to the extent admissible.

(3) Advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of family does not exceed ninety days. If this limit is exceeded then the advance may be drawn for outward journey only.

(4) The advance shall be refunded in full if the outward journey is not commenced within thirty days of the receipt of advance. However, in cases where reservations can be made sixty days before the proposed date of outward journey and advance is made accordingly, the Government servant shall produce the tickets, within ten days of the drawal of advance irrespective of the date of commencement of journey.

11. *Claims for adjustment/re-imbursement :*

(1) A claim for adjustment/reimbursement of expenditure incurred on journey under Leave Travel Concessions shall be submitted in Form 3 supported by original tickets/money receipts.

(2) Where an advance has been drawn by a Govt. servant, the claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of the return journey. On a Government servants failure to do so, he/she shall be required to refund the entire amount of advance forthwith in lump sum. No request for recovery of advances in instalments shall be entertained.

(3) Where no advance has been drawn, the claim shall be submitted within three months after the completion of the return journey. Failure to do so will entail forfeiture of the claim and no relaxation shall ordinarily be permissible.

(4) A simple interest at 20% per annum or as notified by the Government from time to time hereafter will be charged if the conditions laid down in the sanction issued by the competent authority are not complied with and/or the rules are violated.

12. *Fraudulent claims of Leave Travel Concession :*

(1) If a disciplinary proceeding against a Government servant has already been initiated or is proposed to be initiated on the charge of preferring a fraudulent claim of Leave Travel Concession, such Government servant shall not be allowed to LTC for subsequent blocks till the finalisatioan of such disciplinary proceedings.

(2) If the disciplinary proceedings result in imposition of any of the penalties specified in Rule 30 of the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules the Government Servant shall not be allowed to avail the LTC in the subsequent block(s) in addition to the one already withheld during the pendency of discipldinary proceedings.

(3) If the Government Servant is fully exonerated of the charge of fraudulent claim of LTC, he shall be allowed to avail of the concession withheld earlier as additional set(s) in future block of years but before the normal date of his superannuation.

13. *Responsibility of Drawing and Disbursing Officer/Controlling Officer :*

(1) The advance for LTC shall be drawn and disbursed to a Government servant subject to the following conditions :—

(a) The LTC and the advance has been sanctioned by the competent authority as prescribed under clause (c) of rule 3 of these rules.

(b) Immediately after drawal of an advance, an entry shall be made in the service book of the concerned Government servant as under :—

"Shri____________________ has been allowed to avail of LTC for the block____________________vide Order No.__________________dated__________________issued by__________________________ and an amount of Rs.______________________ has been drawn vide cash voucher/TV. No.__________________dated__________________and paid to him for the purpose".

(c) The bill for drawal of an advance shall be accompanied by the order sanctioning the LTC and the advance.

(2) At the time of adjustment/reimbursement of LTC claims interalia the following formalities shall be observed :—

(a) The Controlling Officer, as prescribed in these rules, shall examine the genuineness of the claim by verifying the original Rail/Road tickets etc. before countersigning the final claim.

(b) After the final adjustment, an entry shall be made in the service book of the Government servant as under :—

"The advance of Rs.____________________ drawn vide TV. No.________________dated________________ paid to the official (refer page______________ of service book) has been adjusted vide TV. No./CV No.________________ dated________________ and there is nothing outstanding on this account against the official".

(c) On the bill through which the adjustment is made, a certificate shall be recorded that the prescribed entries have been made in the service book of the official.

(3) Drawing and Disbursing Officers/Controlling Officers shall be personally responsible for any deviation or violation of any provision contained in these rules.

14. *Accounting of expenditure on Leave Travel Concessions :*

The expenditure on account of LTC will be debitable to the object "Salary" under a distinct sub-head "LTC" under the relevant Minor/Major Head of Account.

15. *General :*

(1) The Sanctioning Authority shall allow only such number of employees of a particular establishment to avail of LTC in a year of a relevant block as can be accommodated within the available budget under the object "LTC" for the relevant year :

Provided that an employee who may not have been allowed to avail LTC in a block for reasons not attributable to him/her, may be given priority in availing the concession in the next block.

(2) In order to have effective watch over the sanctions for LTC, recovery/adjustment of LTC advance/claims, the Head of Office shall maintain a register of LTC claims, advances in Form 4. This register shall be reviewed monthly for analysing the position of outstanding advances paid upto the end of preceding month for recording orders in regard to the recovery/adjustment of outstanding advances, where these are due for adjustment. In this register

all outstanding advances shall be brought as opening entries. A monthly statement of facts shall be submitted to the Controlling Officer and Head of the Department.

16. *Interpretation :*

In case of any doubt regarding any of the provisions in these rules, the matter shall be referred to the Government in the Finance Department, for its final decision.

17. *Power to relax :*

Save as otherwise provided in these rules, the Government in the concerned Administrative Department on being satisfied that the operation of any of these rules causes undue hardship in any case, may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such conditions and exceptions as it may consider necessary for dealing with the case in a just and equitable manner provided that any such relaxation shall be allowed with the concurrence of the Finance Department.

18. *Repeal and savings :*

(1) With effect from the commencement of these rules, the Jammu and Kashmir Civil Services (Leave Travel Concession) Rules, 1990, shall stand repealed.

(2) Notwithstanding such repeal, any order made, action taken or liability incurred under the rules so repealed shall be deemed to have been made, taken or incurred under the corresponding provisions of these rules.

(Sd.) M. J. NAJAR

Director (Codes),
Finance Department.

FORM 1

[Declaration of family-Refer Rule 4 of Jammu and Kashmir Civil Service (L. T. C.) Rules 1996].

I (Name of the official)____________________________working as (Designation)____________________(Department)__________________ presently posted in (Office where working)________________________do solemnly declare the strength/particulars of my family as under :–

S. No.	Name	Relation with Govt. servant	D. O. B.	Profession	Income (per month)
1.					
2.					
3.					
4.					
5.					
6.					

It is certified that the particulars/details of my family as stated above are correct and in the event of my wrongful information being found to have been furnished by me, I shall be personally responsible for the consequences.

Dated_______________

Signature of Government servant
(Gazetted/Non-Gazetted).

I (Name of the Officer)____________________certify that the particulars furnished by (Name of Govt. servant)_________________________about his/her family in this declaration herein above made are correct to the best of my knowledge and belief.

Signature with Official Seal
of Gazetted Officer.

Dated_______________

Note 1 :— The certificate of the Gazetted Officer is required only in respect of Non-Gazetted Government servant.

FORM 2

[Refer Rules 5, 6 and 10 of the J&K Civil Services (L.T.C.) Rules, 1996].

Application Form for
(i) Declaration of place of visit (Rule 6)
(ii) Sanction of L. T. C. (Rule 7)
(iii) Grant of advance for L.T.C. (Rule 10)

1. Name of the Government servant ______

2. Designation ______

3. Date of entry in the State Government service ______

4. Total service as on the date of application for L.T.C. ______

5. Basic Pay (with scale of pay) ______

6. Whether wife/husband is employed, if so, whether he/she is entitled to L.T.C. (Reference to rules whereunder entitled may be given) ______

7. In case of wife/husband being entitled to L.T.C. state whether he/she has claimed it separately ______

8. Place to be visited ______

9. Block for which L.T.C. is to be allowed ______

10. Single Rail fare/Bus fare from Headquarters to the place of visit by shortest direct route ______

11. Persons in respect of whom L.T.C. is proposed to be availed ______

S. No.	Name	Age	Relationship	(Refer Form 1)
1.				
2.				
3.				
4.				
5.				

12. Estimated amount for availing L.T.C. (with full details) Rs.____________________

13. Amount of advance required Rs.____________________

14. Declaration by Government servant :

I declare that the particulars furnished above are true and correct. I undertake to book the tickets for the outward journey within prescribed time after receipt of advance.

In the event of cancellation of the journey or if I fail to book the tickets within the prescribed time limit, I undertake to refund the entire advance, in one lump sum.

Dated________________

Signature of Govt. servant

For use in office

1. Certified that :–

(a) Particulars in Col. 1 to 6 have been verified and found correct.

(b) The members of the family as shown against Column (11) above exist in the declaration made by Government servant in Form (1) which is pasted in his Service Book, and the said members are entitled to L.T.C.

Signature of Head of Office.

II-Check List.

1. Fare for to and fro by the entitled class or the classes by which the official proposes to travel, whichever is less. Rs. ____________________
2. No. of entitled persons for whom advance is claimed ____________________
3. Amount reimbursable to official (1 × 2) Rs.____________________
4. Amount of advance admissible (90% of item 3 above) Rs.____________________

Note :— This form shall be prepared in duplicate and one copy forwarded to the sanctioning authority for sanction of L.T.C.

FORM 3

[Refer Rule 11 of Jammu and Kashmir Civil Service (L. T. C.) Rules 1996].

Leave Travel Concession Bill

For the Block of Years____________to____________

(Note :—This bill should be prepared in duplicate one for payment and the other as Office copy to form part of the personal file of the concerned Govt. servant).

PART A

(To be filled in by the Government servant)

1. Name____
2. Designation________________ 3. Basic Pay________________
4. Headquarters____________________________________
5. Nature and period of leave sanctioned with reference to order under which sanctioned____________________________
   Nature of leave________________from__________to__________
6. Particulars of members of family in respect of whom the leave travel concession has been claimed.

S. No.	Name(s)	Age	Relationship with the Government servant
1.			
2.			
3.			
4.			
5.			

7. Details of journey(s) performed by Government servant and the members of his/her family (Money receipts/tickets to be enclosed in original).

Date of departure	Date of arrival	Distance in K.M.	Mode of Travel	Class of accommodation used	S. Nos. of money Receipts/ Railway Tickets	No. of fare (s) claimed for
1	2	3	4	5	6	7

Fare paid Rs. P.	Remarks
8	9

Total________________

8. Amount of advance, if any drawn (Reference to sanction). Rs.__________________

9. Amount reimbursable/recoverable Rs.__________________

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used (sanctioned No. and date to be given).

Place		Mode of conveyance	Class to which entitled	No. of fare(s) claimed	Fare(s) entitled to	
From	To				Rs.	P.
1		2	3	4	5	

Class by which actually travelled	No. of fare/fares paid	
	Rs.	P.
6	7	

11. Particulars of journey(s) performed by road between place(s) connected by rail.

Name of places		Class to which entitled	Rail Fare	
From	To		Rs.	P.
1		2	3	

Certified that :—

1. The information as given above is true to the best of my knowledge and belief.

*2. That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself for any of the family members for the concerned block of years__________to________.

*3. That my husband/wife for whom L.T.C. is claimed by me is employed in________________________(name of the Public Sector Undertaking/Corporation/Autonomous Body etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer any claim in this behalf to his/her employer ; and

*4. That my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central/State Government or Local Body which provides LTC facilities to its employees and their families.

Dated____________________ Signature of Government Servant.

PART B

(To be filled in by the Office)

1. The net entitlement on account of Leave Travel Concession works out to Rs._______________ (Rupees____)
as detailed below :—

	Rs.	P.
(a) Railway/Air/Bus/Steamer fare		
(b) Less amount of advance drawn vide Cash/Treasury Voucher No. and date		
Net amount		

2. The expenditure is debitable to Account Head :—

(i) Budget allotment for the year Rs_______________

(ii) Expenditure including this bill Rs._______________

(iii) Balance available Rs._______________

Countersigned.

Controlling Officer
(Signature).

Signature of Drawing and
Disbursing Officer

Certified that necessary entries have been made in the service book of Sh./Smt./Kumari________________________

Signature of the Head of the Office.

---

*Note : Strike out the words/expressions not applicable.

FORM 4

[Register of L. T. C.-Refer Rule 15(2) of Jammu and Kashmir Civil Service (L. T. C.) Rules 1996].

Register of Leave Travel Concession Advances/adjustment and recoveries thereof.

Name of Official	Designation	Reference to order under which LTC sanctioned	Amount of advance paid (with date of payment)	Try. Vr. No. and date/cash voucher No. and date	Amount of final claim	Balance amount paid/recoverable	Vr. No. and date (of adjustment)	Outstanding amount
1	2	3	4	5	6	7	8	9

Initials of Drawing and Disbursing Officer	Remarks
10	11

FORM 5

[Refer Rule 5(b) of Jammu and Kashmir Civil Service (L. T. C.) Rules 1996].

GOVERNMENT OF JAMMU AND KASHMIR

______________DEPARTMENT

ORDER

Subject : Sanction of LTC/LTC Advance in favour of Shri_____________

Reference____

1. Sanction is hereby accorded to the :—

(a) grant of LTC to (Place of visit)________________ in favour of Shri_________________________ working as________in the office of _________________ who shall avail it from________to________ for which the______________days leave shall be sanctioned by the concerned competent authority separately ;

(b) grant of an advance of Rs.____________ (90% of the estimated expenditure of Rs.__________ as per item 12 of application Form 2) for availing of the L. T. C.

2. The sanction for LTC has so for been accorded in favour of_____ Officials out of__________ Officials during the current financial year of Block_________________

3. the sanction shall be subject to the following terms and conditions :—

(a) An entry shall be made in the Service Book of the official as prescribed vide Rules 13 (1) and 13 (2) of J&K Civil Service (LTC) Rules, 1996.

(b) The official shall submit the final LTC claim in Form 3 within one month from the date of return journey after availing the LTC.

(c) The other conditions for grant of this concession shall be same as indicated in J&K Civil Service (LTC) Rules, 1996.

____

(Sanctioning Authority)

Note :—

(i) Copy of the sanction duly attested by the Drawing and Disbursing Officer shall be attached to this bill/cheque for advance drawal to be presented to Treasury for payment.

(ii) The copies of this order shall be endorsed by the sanctioning authority to Accountant General J&K, Head of the Department/Controlling Officer/Administrative Department/Concerned Officer invariably.

SCHEDULE XXII

JAMMU AND KASHMIR CIVIL SERVICES (HOUSE RENT ALLOWANCE AND CITY COMPENSATORY ALLOWANCE) RULES-1992

[Refer Article 41-(I)]

1. *Short Title.*—These rules may be called the Jammu and Kashmir Civil Services (House Rent Allowance and City Compensatory Allowance) Rules, 1992. These rules shall come into force with effect from 1-1-1992.

2. *Extent of Application.*—(1) These rules shall apply to :

(i) All State Government servants who are whole-time employees working either in permanent or quasi-permanent/temporary capacity.

(ii) Government servants under suspension or on leave subject to limitations prescribed in these rules.

(iii) Such other categories of services as may be specified by the Government from time to time.

(2) These rules shall not apply to :—

(i) Members of all India Service.

(ii) Government servants in part-time employment.

(iii) Persons engaged on contract.

(iv) Persons employed on work-charged establishment.

(v) Government servants paid out of contingencies.

3. *Definitions.*— In these rules unless the context otherwise requires :—

(a) "Pay" means the "pay" as defined in Article 27(a) (i) and will include Stagnation Personal Pay and N. P. A.

(b) "Moving employee" means an employee of the State Government working in an Office which moves with the headquarters of the Government periodically from Jammu to Srinagar and vice versa.

4. *Rates of Allowances shall be as under.*—(i) House Rent Allowance :—

Pay Range	Amount of House Rent Allowance in Rs. P. M.		
	Srinagar	Jammu	All other places
750-949	45/-	25/-	25/-
950-1499	75/-	36/-	25/-
1500-2799	135/-	66/-	30/-
2800-3599	180/-	90/-	45/-

---

1. Inserted vide F. D. Notification SRO–76 dated 30-3-1992.

3600-4499	240/-	120/-	60/-
4500 and above	300/-	150/-	90/-

Note 1.— These rates will not apply to the non-gazetted police personnel and moving employees or to any other category of employees who are entitled to House Rent Allowance under the existing rules/orders. House Rent Allowance will continue to be paid to them at the rates presently applicable to them or at the rates those may be separately notified by the Government.

Note 2.— The amount of House Rent Allowance presently drawn by the existing State Government employees posted outside the State will be protected. For the future incumbents, House Rent Allowance will be allowed at the rates applicable to the Central Government employees.

(II) City Compensatory Allowance for Jammu/Srinagar Cities :

1. The City Compensatory Allowance will be allowed to all the Government employees posted in the cities of Jammu and Srinagar at a uniform rate of Rs. 20/- p.m.
2. Government employees who are allowed the concession of free board and lodging or messing allowance as a condition of service will be entitled to City Compensatory Allowance at 50% of the above rates.
3. The provision of Note (2) below Table at (I) (House Rent Allowance) above will apply mutatis mutandis, in respect of City Compensatory Allowance also.

5. *Area where admissible.*—(a) The limits of the locality within which these orders apply shall be those of the named municipality and shall include such of the sub-urban municipalities, notified areas or contonments as are contignous to the named municipality as indicated in the Annexures I and II or other areas as the Government may from time to time, notify.

(b) A Government servant whose place of duty falls within the qualifying limits of a city shall be eligible for both the City Compensatory and House Rent Allowance irrespective of whether his place of residence is within such limits or outside.

(c) Absence from place of duty during holidays, except those affixed to leave, will not affect the eligibility for the City Compensatory Allowance and House Rent Allowance.

(d) For the purpose of City Compensatory Allowance, the limits of the locality shall be those of the named Urban Agglomeration adopted for the population census-1981 or, if the named place is not an Urban Agglomeration, the named Municipality. Accordingly City Compensatory Allowance will be made admissible to persons whose place of work falls within the Cities/Urban Agglomerations, shown in Annexure-I.

6. *The grant of House Rent Allowance shall be subject to the following conditions.*—(a) Unless otherwise provided in these rules, House Rent Allowance is admissible without reference to the quantum of rent paid, to all employees without requiring them to produce any rent receipt.

(b) A Government servant living in a house owned by him, his wife, children, father or mother shall also be eligible for House Rent Allowance under these rules.

(c) To those Government servants who are eligible for Government accommodation, the allowance will be admissible only if they have applied for such accommodation in accordance with the prescribed procedure, if any, but have not been provided with it :

Provided that the Government servants posted in localities where no Government residential accommodation is available need not obtain and furnish "no accommodation" certificate in order to become eligible for House Rent Allowance.

(d) The allowance shall not be admissible to such of the Government servants who occupy accommodation provided by the Government or those to whom accommodation has been offered by Government but who have refused it.

(e) The House Rent Allowance drawn by the Government servants who accept allotment of Government accommodation shall be stopped from the date of occupation or from the eighth day after the date of allotment of such accommodation whichever is earlier.

(f) A Government servant who was not in occupation of Government accommodation at his old station and who, on transfer, leaves his family behind at the old station because he has not rented a house or has not been allotted Government accommodation at the new station, will be eligible for House Rent Allowance for a period of six months from the date of his assumption of charge at the new station, or till he rents a house or he is allotted Government accommodation at the new station whichever is earliest. The House Rent Allowance in such cases shall be regulated as follows without prejudice to the entitlement to House Rent Allowance with reference to place of duty :—

(i) During the first two months of the date of assumption of charge at the new station.	At the same rates at which it was drawn at the old station.
(ii) For the next 4 months	At the rate at which it was being drawn by him at the old station or the maximum amount that would

have been admissible to him at the new station, had he taken a residence on rent there, whichever is less.

(g) Officers staying in the Inspection Bungalows in the headquarters of their posting shall not be entitled to draw House Rent Allowance for the period during which they stay in Inspection Bungalows.

(h) A Govenrment servant shall not be entitled to House Rent Allowance, if :—

(i) he/she shares Government accommodation allotted rent-free to another Government servant ;

(ii) he/she resides in accommodation allotted to his/her parents, son, daughter by the Government ;

(iii) his wife/her husband has been allotted accommodation at the same station by the Government whether he/she resides in that accommodation or he/she resides separately in accommodation,. rented by him/her ;

(iv) in cases where husband/wife/parents, children two or more of them being State Government servants or employees of Central Government, Autonomous Public Undertakings, or Semi-Government Organisations share accommodation allotted to another Government servant, House Rent Allowance will be admissible to only one of them at their choice.

(v) A moving Government employee who owns a residential house at Srinagar will be entitled to house rent allowance during the period Headquarters of the Government remain at Srinagar. In case such a Government servant is allotted a Government accommodation at Jammu, on the move of the Offices to Jammu, he will cease to draw the House Rent Allowance for the period of his stay at Jammu. Same principle will apply to a moving Government employee who owns a house at Jammu.

7. The drawal of City Compensatory Allowance and/or House Rent Allowance, in certain circumstances shall be regulated in the manner indicated hereunder :—

a-Tour

For the period of tour, a Government servant's entitlement to these allowances shall be regulated with reference to his Headquarters.

b-Transfer.

During the period of transfer not exceeding 90 days, a Government servant shall draw the allowances at the same rates at which he was entitled to these at the time of transfer. The quantum of the allowance shall however, be determined with reference to the pay which a Government servant would have drawn but for the transfer. For periods of transfer exceeding 90 days the grant of allowance shall be regulated with reference to the new headquarters. If a transfer initially made for 90 days is later extended, the allowance shall be paid up to the date of issue of orders extending the transfer or for a period of 90 days, whichever is less.

c-Leave :

(i) A Government servant will be entitled to draw City Compensatory and House Rent Allowances during leave at the same rate at which he was drawing these allowances before proceeding on leave. For this purpose leave means total leave of all kinds not exceeding 4 months/120 days and the first 4 months/120 days of the leave if the actual duration of leave exceeds that period. When vacation or holidays are combined with leave, the entire period of vacation or holidays and leave should be taken as one spell of leave for purpose of these rules.

(ii) House Rent Allowance as well as City Compensatory Allowance will be admissible during Leave Preparatory to Retirement subject to submission of certificate that the employee concerned and/or his family continued to reside at the same place/same station.

(iii) The drawal of these allowances during periods of vacation whether combined with leave or not, shall be regulated in the same way as during leave.

(iv) In cases where a Government servant who is sanctioned leave whether on medical grounds or otherwise, does not join duty after availing himself of such leave, and resigns, he shall not be eligible for City Compensatory Allowance and House Rent Allowance for the entire period of such leave. The entire amount drawn on this account shall be recoverable before resignation, etc. is accepted.

(v) The limit of 4 months/120 days prescribed in (i) above shall be extended to 8 months for the purpose of grant of these allowances in the case of Government servants suffering from T. B., Cancer or other ailments during the period of their leave taken on medical certificates when such certificates are in the forms prescribed. It is immaterial whether the leave is on medical certificate from the very commencement or is in continuation of other leave as defined in (i) above. In case of employees suffering from T. B., Cancer, or other ailments, who remain on leave for a period exceeding 8 months, the grant of House Rent Allowance and City Compensatory Allowance for the period of leave beyond 8 months, may be decided by the respective Administrative Department in consultation with Finance Department irrespective of the period of leave involved so long as the medical certificate in the prescribed form is available.

(vi) Drawl of City Compensatory Allowance and House Rent Allowance during the period of leave shall be subject to furnishing of certificates prescribed in Rule 8.

d-Joining Time :

During joining time a Government servant shall continue to draw City Compensatory Allowance and House Rent Allowance at the same rates at which he was drawing these allowances at the station wherefrom he was transferred. Where, however, joining time is affixed to leave, joining time shall be added to the period of 4 months/120 days referred to in (a) above.

e-Training Abroad :

(i) A Government servant who is deputed for training abroad under the various training schemes sponsored by the Government/ Government of India or operated through non-official channels shall be entitled to draw City Compensatory Allowance and House Rent Allowance during the entire period of such training at the rates admissible to him from time to time at the station from where he was deputed abroad for training subject to production of certificates prescribed in Rule 8.

(ii) Leave taken during the course of training or immediately after the completion of training abroad to cover stay-overs/stop overs resulting in the absence of the trainees abroad beyond a period of six months cannot be treated as part of the period of training and as such the Government servant concerned will not be entitled to any City Compensatory Allowance and House Rent Allowance during the period of leave taken on training abroad irrespective of whether the leave falls within the first six months of the training or immediately after the completion of the training abroad.

f-Deputation Abroad .

The Officers going abroad on deputation shall be eligible to draw City Compensatory Allowance and House Rent Allowance at the rates admissible to them from time to time at the station fromwhere they proceed abroad on deputation in the following manner :—

(i) Deputation not exceeding one year :

City Compensatary Allowance and House Rent Allowance will be admissible for the entire period of deputation.

(ii) Deputation exceeding one year :

An employee proceeding on deputation abroad for a period exceeding one year will be eligible for City Compensatory Allowance/House Rent Allowance till such time as his family remains at the last place of his duty in India. In the event of an employee applying for family passage to the place of deputation abroad or for transfer T. A. in respect of his family's journey from the headquarters in India to home town or any other station, he will not be required to refund the amount of city compensatary/house rent allowance up to date up to which the family actually resides at the last headquarters of the employee in India.

(iii) Deputation initially not exceeding one year but subsequently extended beyond one year :

City Compensatory Allowance and House Rent Allowance will be admissible up to the date of orders extending the period of deputation beyond one year. Thereafter the allowance shall be admissible as per sub-clause (ii) above.

(iv) Drawal of allowance under this rule will be subject to production of certificates prescribed in Rule 8.

g-Training in India :

A Government servant whether permanent or temporary, who is sent on training in India and whose training is treated as duty under Article ·14 (B) of Jammu and Kashmir Civil Services Regulations shall be entitled to draw during the entire period of such training City Compensatory Allowance and House Rent Allowance at the rates admissible to him, from time to time, at either the place of training or the place of duty fromwhere he proceeded on training whichever are more favourable to him. For claiming the allowances admissible at the place of duty fromwhere a Government servant proceeded to another station for training he will be required to furnish the certificate (s) prescribed in Rule 8 :

Provided that a Government servant who is allowed travelling allowance as on tour and draws daily allowance at the place of training will draw these allowances only at the rates admissible to him at his headquarters fromwhere he proceeded on training.

h-Suspension :

The drawal of City Compensatory Allowance and House Rent Allowance to a Government servant under suspension shall be regulated with reference to the subsistence allowance (50%/75% of the pay/presumptive pay) allowed to him from time to time subject to his furnishing certificates prescribed in Rule 8.

i-Re-employed Pensioners :

The drawal of city compensatory and house rent allowances in the case of re-employed pensioners shall be regulated in the following manner :—

(i) In the case of officers whose pay plus pension exceeds the sanctioned maximum pay of the post the allowances will be calculated on that maximum.

(ii) In the case of officers whose pay on re-employment in a civil post is fixed without taking into account the entire pension or a part thereof, the amount of pension so ignored shall also not be taken into account for the purpose of grant of these allowances.

(iii) In other cases, the allowance will be calculated on pay plus pension.

8. *Certificates.*—(a) Every Government servant shall furnish along with his first claim for House Rent Allowance a certificate in the form given in Annexure III.

(b) The following certificates shall be endorsed by the drawing and disbursing officers on the bill in which city compensatory and/or house rent allowance of Non-Gazetted Officers are drawn by them :—

> "Certified that in the case of all Government servants for whom Compensatory (City) and/or House Rent Allowances are drawn in this bill, the eligibility of the allowances has been verified with reference to rules"

(c) Certificates required to be furnished under rule 7(c) (e) (f) (g) and (h) will be as follows :—

I—For drawal of City Compensatory Allowance :

The Government servant concerned or his family or both continued for the period for which City Compensatory Allowance is claimed, to reside at the same station (within its qualifying limits) from where he was placed under suspension/proceeded on leave/deputation abroad/training.

II—For drawal of House Rent Allowance :

The Government servant concerned continued for the period for which house rent allowance is claimed, to retain the house at the same station (within its qualifying limits) from

where he was placed under suspension / proceeded on leave/deputation abroad/training
paid rent for it/did not sub-let whole of it.

Note :—For the term "Family" used in the above certificate, refer Article 15.

9. *Over-riding effect of the rules.*—In all cases where grant of House Rent Allowance and City Compensatory Allowance to the State Government employees is regulated under these rules, the corresponding provision of the Jammu and Kashmir Civil Services Regulations and of the rules in force immediately before the issue of these rules regulating House Rent Allowance and City Compensatory Allowance shall not apply to the extent they are inconsistent with these rules.

(Sd.) J. A. KHAN,
Additional Chief Secretary (Finance).

ANNEXURE I

Classification of Cities in Jammu and Kashmir State where City Compensatory Allowance is admissible to State Government employees :—

Name of City	Class of City
Srinagar U. A.	B–2
Jammu U. A.	B–2 (for purpose of C. C. A. only).

Note 1.—For purpose of drawal of City Compensatory Allowance by the State Government servants posted outside the State the classification of cities shall be same as determined by the Government of India from time to time.

Note 2.—Constituents of Urban Agglomeration :

I–Jammu

(i) Jammu	M. C.
(ii) Nagrota	O. G.
(iii) Satwari	O. G.
(iv) Narwal Bala	O. G.
(v) Digyana	O. G.
(vi) Kanpur	O. G.
(vii) Kamini	O. G.
(viii) Jammu Cantonment	

II–Srinagar U. A.

Srinagar and Badgam Districts.

(a) Srinagar (Portion) (Srinagar District)	
(i) Srinagar (Portion)	M. C.
(ii) Pant-Chowk, Saidpora, Achan, Parimpora	O. G.
(b) Srinagar (Portion) (Badgam District)	
(i) Srinagar (Portion)	M. C.
(ii) Rawalpora-Bemina, Natipora, Karawa-Domodar-Rangreth	O. G.
(c) Badamibagh (Srinagar District)	Cant.

U. A. Urban Agglomeration.
M. C. Municipal Council/Municipality.
O. G. Out growths
Cant. Cantonment

ANNEXURE II

Classification of Cities of Jammu and Kashmir State where House Rent Allowance will be admissible to State Government employees :—

Name of City	Class of City
Srinagar U. A.	"B–2"
Jammu U. A.	"C"

Note 1.—All other places in Jammu and Kashmir State shall fall under the category of "unclassified places".

Note 2.—For purpose of drawal of House Rent Allowance by the State Government employees who are posted outside the State, the classification of cities shall be same as determined by the Goverment of India from time to time.

Note 3.—See Note (2) of Annexure I.

ANNEXURE III

Certificate to be furnished by all State Government servants [under Rule 8(a)] :—

I Certify that I have not been provided with Government accommodation (have refused the allotment of Government accommodation) and I am residing in a house hired/owned by me/my wife/husband/son/daughter/father/mother.

I also certify that I am not sharing accommodation allotted to any of my family member by State Government/Central Government or any other Organisation.

I also certify that my wife/husband has not been allotted accommodation at the same station by the State/Central Government or any other Organisation.

Signature of Government servant.

Dated____________________ Designation____________________

SOME IMPORTANT DATES IN THE HISTORY OF THE JAMMU AND KASHMIR CIVIL SERVICES REGULATIONS

Date	Event	Remarks
3-11-1891	Civil Leave Rules sanctioned.	
30-5-1892	Civil Pension Rules sanctioned.	
12-4-1897	Civil Travelling Allowance Code sanctioned.	
18-1-1905	Revised Civil Leave Code issued.	
20-6-1906	Revised Civil Pension Code issued.	
3 Sawan 1965 15-7-1908	Revised Civil Leave Code issued.	
20 Poh 1967 2-1-1911	Rules Regulating Salaries and Allowances sanctioned.	
4 Magh 1967 16-1-1911	Revised Civil Travelling Allowance Code issued.	
- 1913	First edition of Kashmir Service Regulations published.	
- 1956	Last edition of Kashmir Service Regulations published.	
- 1957	First edition of J&K Civil Service Regulations 1956 issued vide Order No. 1736-C of 1956 dated 10-09-1956 under the provisions of sub-section (1) of section (3) of the J&K (Removal of Doubts and Declaration of Rights) Ordinance, 1956.	
1-1-1962	(a) Oficiating/Quasi-Permanent Service allowed to count for pension.	Art. 177
	(b) Meaning of "Emoluments" for purpose of pension liberalised.	Art. 241-A.

Date	Event	Remarks
1-4-1963	System of grant of benefit of "Notional Increment for fixation of pay in higher posts" introduced.	Art. 77-B
1-4-1965	(a) Schemes of Family Pension and payment of Death-cum-retirement gratuity introduced.	Art. 240-B and Schedule XV.
	(b) Meaning of "Average Emoluments" for purpose of pension revised (Based on last twelve months "Emoluments").	Art. 242.
20-7-1971	System of payment of Provisional Pension (Equivalent to full pension) introduced.	Art. 168-D. Notification SRO-320 dated 20-07-1971 and 514 dated 17-09-1979.
8-12-1971	Definition and meaning of the term "Pay" revised/liberalised.	Art 27(a) Notification SRO-589 dated 8-12-1971.
1-1-1976	(a) Meaning of "Average Emoluments" for purpose of pension further revised (Based on last ten months "Emoluments")	Proviso to Art. 242.
	(b) Retirement on superannuation to take effect from the afternoon of the last day of month in which the age of superannuation is attained (Employees whose day of birth falls on Ist day of the month to superannuate on the afternoon of the last day of the preceding month).	Third proviso to Art. 226(1) and Explanation (I) thereunder. Notification SRO-157 dated 24-3-1976.
1-1-1978	Meaning of "Emoluments" for purpose of pension further revised ["Pay" as defined in Art. 27(a)].	Art. 241-B.
1-1-1979	The J&K Civil Service (Leave) Rules 1979 sanctioned.	Notification SRO-44 dated 18-1-1979.

Date	Event	Remarks
31-3-1979	Method of calculation of monthly pension revised (Slab System introduced).	Art. 240 AAA.
1-7-1979	Benefit of grant of stagnation personal pay introduced (Further revised with effect from 1-1-1982 and 1-4-1987).	Art. 74-C, 74-CC and 74-CCC.
3-8-1979	Rules regarding "Deputation" and "Deputation Allowance" revised (Further amended in 1987).	Art. 52-B to 52-E.
11-9-1979	Rules regulating Charge Allowance completely revised.	Art. 85 to 87.
28-1-1980	Procedure for payment of pension/family pension and other retirement benefits simplified and detailed instructions issued for speedy disposal of pension cases.	SRO-45 dated 28-1-1980. Govt. Inst. below Art. 284-A, 284-B, Art. 285, Art. 168-AA.
10-12-1985	Benefit of family pension extended (on restrictive basis) in respect of cases falling prior to 1-4-1965.	Rule 11-B of Family Pension Rules (Schedule XV), Notification SRO-761 dated 29-12-1986 and 312 dated 28-9-1988.
1-4-1985	Provision for restoration of commuted value of pension after 15 years of the date of commutation made.	Rules 37 to 42 of Commutation of Pension Rules (Sch. X) introduced vide Notification SRO-473 dated 25-9-1987.
1-1-1986	Special Family Pension equivalent to the last pay drawn in respect of a Govt. servant who dies while in service (Subject to fulfilment of specified conditions) introduced.	Rule 20 (bbb) of Family Pension Rules (Sch. XV).
1-4-1987	**(a) Method of calculation of monthly pension revised (50% of average emoluments for 33 years of**	Art. 240-AAAA.

Date	Event	Remarks
	qualifying service or less on proportionate basis).	
	(b) Meaning of "Emoluments" further revised [Basic pay as defined in Art. 27(a) (i)] Stagnation personal pay also to count as basic pay for the purpose.	Proviso below Art. 241-B. Notification SRO-129 dated 5-4-1988 and SRO-329 dated 23-11-1990.
	(c) Minimum pension/family pension fixed at Rs. 325/- Ceiling for maximum pension fixed at Rs. 2850/- . Maximum ceiling for family pension (Ordinary) raised to Rs. 850/-. Overall ceiling of death-cum-retirement gratuity raised to Rs. 80,000/-.	Art. 240-AAAA, 240-BB, Rule 22-A of Family Pension Rules (SRO-129 dated 5-4-1988).
	(d) Payment of pension and family pension sanctioned. Govt. of India's pattern for payment of D. A. to Govt. servants and to pensioners and family pensioners adopted.	Govt. Order No. 93-F of 1988 dated 1-4-1988. Govt. Order No. 191 of 1987 dated 20-7-1987 as modified from time to time.
	(e) Pattern of Payment of Compensatory Allowance and Border Allowance changed from percentage system to slab system.	Art. 41-BBB.
1-7-1987	Temporary Move Allowance made admissible to all the moving employees.	Second proviso below Art. 41-G (b).
1-8-1987	Travelling Allowance Rules revised to provide for :—	(Notification SRO-372 dated 20-7-1987).
	(a) Revised Classification of Govt. servants	Art. 309.
	(b) Revised entitlement for railway mileage.	Art. 314.

Date	Event	Remarks
	(c) Revised pay ceiling for travel by Air.	Art. 320-B and 320-D.
	(d) Revised rates of daily allowance.	Art. 335.
7-10-1988	Procedure for filing a declaration by new entrants to Govt. service regarding education loan prescribed.	Art. 35-C.
16-12-1988	Maximum age limits for direct recruitment to Govt. service revised.	Art. 37(3).
1-3-1989	Rules regarding grant of special increment for adopting small family norms introduced.	Govt. Insts. No. 5 below Art. 74.
1-4-1990	The J&K Civil Service (Leave Travel Concession) Rules 1990 sanctioned.	Art. 356-B, Notification SRO-139 dated 10-4-1990.
14-6-1990	J&K Civil Services (Medical Attendance-cum-Allowance) Rules, 1990 issued.	Notification SRO-203 dated 14-6-1990.
1-1-1992	The J&K Civil Services (HRA & CCA) Rules, 1992 issued.	Art. 41(I) Notification SRO-76 dated 30-3-1992.
1-4-1992	Minimum ceiling of Family Pension revised to Rs. 375/-. Maximum ceiling of pension raised to Rs. 3750/-. Maximum ceiling of family pension raised to Rs. 1250/-. Overall ceiling of gratuity raised to Rs. 1,00,000/-. Normal scheduled rates for family pension revised.	Note below Art. 240-AAAA, Note 4 below Art. 240-BB, Rule 20-B of Family Pension (Notification SRO-77 dated 30-3-1992).

(Sd.) B. L. KHAR,
Director (Codes),
Finance Department.

KASHMIR UNIVERSITY
Iqbal Library
Acc. No. 421595
Dated 9-3-2001

ALLAMA IQBAL LIBRARY
421595